

TRAFFIC AND PARKING ENFORCEMENT



The University of North Carolina School of the Arts Department of Police and Public Safety (UNCSADPPS) is responsible for enforcing all parking and traffic laws in accordance with the authority vested in it by the Board of Trustees under North Carolina General Statutes 116.44.4. Our jurisdiction covers all University owned and leased property including: buildings, parking lots, streets, immediately adjoining public streets, and satellite locations.



**To report an emergency from: Campus phone
dial: 55 Cell/off-campus dial: 770-3362**

**Anonymous crime tip: 336-770-1414
Non-emergency: 336-770-3321**

**UNCSA Department of Police and Public Safety
2010 Kenan Drive
Winston-Salem, NC 27127
Fax: 336-750-0866**

TRAFFIC AND PARKING ENFORCEMENT

The UNCSA campus experiences a high volume of both pedestrian and vehicular traffic depending upon the time of day, class schedule and special events schedule. **All drivers are expected to drive with extreme caution while on UNCSA owned or controlled property.** UNCSA police officers enforce traffic regulations, as specified under North Carolina General Statute Chapter 20, in an effort to ensure safety for all students, faculty, staff, and visitors. Please abide by the posted speed limits, honor all pedestrian crosswalks, and come to a full stop at all STOP signs. At all times obey police officer verbal commands and traffic direction.

PARKING

All students, faculty, and staff who park on University of North Carolina School of the Arts property must display a valid parking decal or temporary permit, appropriately placed, on the vehicle being parked.

This is in effect at all times.

Decals (and decal number) shall be clearly visible and affixed to the exterior of the rear windshield on the passenger side of the vehicle. Motorcycles shall place the decal on the rear fender. Faculty, staff, or student decal holders who are temporarily driving a different vehicle are required to get a temporary parking permit (at no cost) from the UNCSCA Department of Police and Public Safety.

Temporary permits are only available to those with current year parking decals.

Parking is extremely limited. All vehicles must be parked in the designated area or space as indicated by the issued decal. The registered decal holder shall be responsible for any parking violations.

PARKING DECALS

Initial decals, replacement decals, and temporary permits are all issued by the UNCSCA Department of Police and Public Safety. By NC statutes, all vehicles are required to have the legal minimum NC liability insurance coverage, even if the vehicle is registered in another state.

- **Commuter Student** – The commuter student decal is issued to all students that live off-campus. Parking with this decal is limited to those lots posted as “C” Decal required (**Lots B & N**).
- **Resident Student** – The resident student decal is issued to all students that live in A-F Residence Halls. Parking with this decal is limited to those lots posted as “R” Decal required (**Lot N**). **A resident decal is not valid for “C” lots at any time.**
- **Gateway Lofts Residents** – Lofts residents may register for a **Loft Commuter** decal which will allow them to drive and park on main campus in **B & N Lots**. **Note: There are short term use parking spaces in front of the Fitness Center for Lofts and Center Stage Residents who wish to exercise.**
- **Center Stage Student** – The “CS” Center Stage decal is issued to all UNCSCA students assigned a Center Stage apartment. Parking with this decal is allowed in Lot H (the Center Stage lot non-visitor spaces only) **Note: There are short term use parking spaces in front of the Fitness Center for Lofts and Center Stage Residents who wish to exercise.**
 - Non-student visitors to Center Stage residents must park in visitors parking area.
- **Faculty/Staff Non-Reserved** – This decal is issued to all faculty and staff members that are not assigned a reserved space. This decal is valid in any faculty/staff lot, non-reserved space (**Lots A, D, E, G, I, J, K & L**). Any space in the lot that is not marked by: posted reserved sign, pavement reserved marking, or pavement number marking is available for general use.
- **Faculty/Staff Reserved (Premium)** – This decal is issued to a limited number of **full-time** faculty/staff that have an individually assigned reserved space in various lots throughout campus. This decal is only valid in that **reserved space, during the hours specified as reserved for that space.**

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- Due to limited available parking, we ask that the holder use only the reserved space.
- **Unless specifically marked 24 hour reserve, the reserve spaces are enforced daily 6am-6pm, Monday through Friday. After 6pm each day, reserved spaces become general use and available parking for events (if designated), students working late, or other employees. Visitors should continue to park in visitor spaces only.**

Reserved (Premium Spaces) Continued:

Please note that this decal does not allow the holder to block in a vehicle or park in another reserved space, if someone has taken the one assigned to them. In this case, the holder should call the UNCSA PPSD to report the illegally parked vehicle and park temporarily in a faculty/staff non-reserved lot until the situation is resolved. Any vehicle with a reserved decal that parks behind another vehicle or in another reserved space is subject to a parking citation, wheel-lock and/or tow.

Special Notes:

- All faculty/staff non-reserved lots and spaces, and reserved parking lots and spaces are enforced for proper decals daily from 6 am through 6 pm, Monday through Friday unless otherwise posted. **During this time any vehicle parked without the proper decal will be subject to enforcement actions.**
- Students are allowed to use these lots after 6 pm each day, or after 6pm on Friday if they have a current student decal but must have the car moved by 6:00 am on Monday.
- Faculty, staff, and students are prohibited from parking in visitor spaces.
- Leaving your car on campus after hours or overnight is only allowed for resident students or business purposes, not personal travel.

SPECIAL 24-7 PARKING DESIGNATIONS

All of the following designations will be enforced AT ALL TIMES

Any space with one of the following designations, by posted sign or pavement marking, is considered special use parking on a 24 hour-a-day, seven-day a week basis:

- Service Vehicle
- Loading Zone
- Visitor Parking
- Handicapped Parking (minimum \$100.00 fine)
- Crosswalk
- 24 Hour Reserved
- Residential Parking
- Time limited parking (i.e., 15 minutes, etc.)
- School specific parking (i.e., Film Students only)
- In front of Watson Hall is Handicapped only at all times; No daily staff parking

Any space with one of the following designations, by posted sign, pavement marking, or by inclusion in this list of parking rules is considered a **NO PARKING area on a 24 hour-a-day, seven days a week basis:**

- Fire Lane (red curb or signage)
- Yellow or white hash marks
- Any pavement area other than a clearly marked parking space: white lines on both sides of vehicle
- Any grass or landscaped area
- Any area adjacent to a dumpster

IS THE PARKING LOT FULL?

WHERE CAN I PARK?

If you arrive on campus and find **no parking anywhere on campus** for your designated parking decal, call UNCSA police for guidance on where to temporarily park. Your decal does not guarantee a specific lot, only one of the spaces/lots associated with your parking designation. There are times when you may need to park further from your destination than you anticipated in order to park legally.

LOADING AND UNLOADING

Vehicles are allowed in these designated areas only when **ACTIVELY** loading/unloading. The driver must move the vehicle to an appropriate space upon completion of loading/unloading.

When conducting authorized loading/unloading for a performance or class/business related reason, secure one of the loading/unloading passes supplied to each Art School, Administration, Development, High School, Communications, Undergraduate Academic and Graduate Programs and Student Life. Hang the pass from the rear view mirror with the "LOADING" and department information facing outward so that it can be read from the front of the vehicle.

All UNCSA students, faculty and staff MUST have a valid parking decal to park or load/unload anywhere on campus, for any length of time.

Make sure the vehicle is parked in a safe location; **never** block a fire lane, use a reserved or handicapped space, or obstruct traffic. **ALWAYS** have a loading/unloading pass displayed.

PARKING DECAL FEES

Full academic year: August 1 – July 31

Students	\$ 70.00
2 nd (extra decals)	\$ 5.00

Student employees are not eligible for employee parking decals.

Full-time, Part-Time & Temporary faculty/staff

Non-reserved	\$7 Month/\$96 Year
Reserved	\$13 Month/\$156 Year
Extra Decals	\$10 each

Special Circumstances

Contractor/Guest Artist	\$ 25.00
Summer students	\$ 25.00
Summer faculty/staff	\$ 25.00

UNAUTHORIZED DECALS

It is unlawful to alter any parking decal indicating eligibility to park on campus. Persons found displaying a decal that has been reported stolen can be prosecuted under North Carolina General Statute 14-71.1. It is unlawful to transfer a decal to another person except through the UNCSA Department of Police and Public Safety.

SPECIAL EVENT PARKING

Persons hosting a special event on campus must contact UNCSADPPS to insure adequate parking arrangements. Visitors not parked in visitor spaces are subject to citation unless approved by UNCSA Police in advance. Events with 25 or more vehicles may need to use off-campus parking depending upon campus-wide parking needs for a particular day. If so, UNCSADPPS will facilitate the arrangements. Given the number of special events, never assume a specific parking area will be available for special event guests or buses without contacting UNCSADPPS first. During events UNCSADPPS may find it necessary to redirect faculty, staff, and students from their normal parking locations to alternative on-campus parking.

PARKING VIOLATION FINES, FEES, AND COLLECTIONS

Any person violating the UNCSA Parking/Traffic Regulations may be subject to a warning, fine, immobilization or tow based upon the severity of the violation, history of the driver, and other factors. Faculty, staff, students, and visitors are responsible for paying any fines or fees levied due to parking violations.

- **Fines will be assessed according to the violation.**
 - **Immobilization fees will be due in addition to fines, if noted on the ticket.**
 - **Tow fees will be passed on to the party apparently responsible for the vehicle towed, in addition to any other fines or fees.**
1. Any ticket unpaid by employees by the end of the pay cycle will be salary deducted. Anyone with 5 or more parking tickets are subject to revocation of **parking privileges** and/or having the vehicle wheel-locked or towed.
 2. Student tickets, wheel-locks, and tows may generate a “Hold” on the student’s records. On Friday of each week, if the student has not successfully appealed or paid the fines, the amounts will be added to their Student Account.

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Fines and Fees

The Parking Fund is authorized to collect fines and fees in the following amounts for a violation of this Regulation.

Violation Description	Amount of Fine
Handicapped Space or Handicapped Hashmarks	\$100
Fire hydrant or fire lane	\$25
Blocking a Dumpster/ Traffic Lane	\$25
Unauthorized Parking	\$15
Forged / Altered Decal	\$15 & Loss of Parking Privileges for 1 Year.
Reserved Space	\$15
No Current Parking Decal / Permit	\$15
Concurrent Parking	\$15
Non-Parking Area	\$10
Overtime Parking in Time Limited	\$10
Other	\$10
Action Category	Fee
Warning	No Fine
Ticket	Amount of Violation (above)
Boot	Violation (above) + \$65 fine
Tow	Violation (above) + \$100 fine, + Tow Company Fee (paid to tow company)

Actions and Escalations:

1. Warnings will be provided until September 1st, after which penalties will begin.
2. Some violations require tickets or other actions on the first violation.
3. Except as otherwise provided in this regulation, employees conducting parking enforcement shall enforce violations according to the following schedule.
4. **Note: Students and employees will not be called to move their vehicles in order to avoid the required enforcement action. If a vehicle must be moved due to occupying a reserved space or other restricted use space, the prescribed enforcement action will be taken before calling the responsible party.**

See the escalation table on the next page.

Violation Description	<u>FIRST</u> Violation	<u>SECOND</u> Violation	<u>THIRD and all</u> following
Handicapped Space or Handicapped Hashmarks	Ticket / Fine (Tow if space is immediately needed)	Ticket / Fine (Tow if space is immediately needed)	Ticket + Tow
Fire hydrant or fire lane	Ticket / Fine (Tow if space is immediately needed)	Ticket / Fine (Tow if space is immediately needed)	Ticket + Tow
Blocking a dumpster / traffic lane	Ticket / Fine (Tow if space is immediately needed)	Ticket / Fine (Tow if space is immediately needed)	Ticket + Tow
Unauthorized parking	Ticket / Fine	Ticket / Immobilization	Ticket / Tow
Forged / Altered Decal	Ticket / Fine & loss of parking eligibility for 1 year	Ticket / Fine & loss of parking eligibility for 1 year	Ticket / Fine & loss of parking eligibility for 1 year
Reserved Space	Ticket / Fine	Ticket / Immobilization	Ticket / Tow
No Current Parking Decal / Permit	Ticket / Fine	Ticket / Immobilization	Ticket / Tow
Concurrent Parking	Ticket / Fine	Ticket / Immobilization	Ticket / Tow
Non-Parking Area	Ticket / Fine	Ticket / Immobilization	Ticket / Tow
Overtime Parking in Time Limited	Ticket / Fine (Tow if space is immediately needed)	Ticket / Fine (Tow if space is immediately needed)	Ticket / Tow
Other	Ticket / Fine	Ticket / Immobilization	Ticket / Tow

Immobilization

1. Any vehicle parked in violation of this Regulation as described in Section B may be immobilized by use of a mechanical device.
2. Immobilizers will only be removed by UNCSA Police and Public Safety Department staff, upon payment of the boot removal fee and all outstanding fines.
3. Vehicles immobilized for longer than thirty-six hours M-F, or over the weekend until Monday-Noon, shall be towed from the University to a designated storage facility. The owner or custodian of the vehicle shall be responsible for both the device removal and towing fees, applicable storage fees, and accumulated fines. A vehicle shall not be released until restitution arrangements are complete.
4. Vehicles are released from immobilization and towing after proof of all paid fines and fees are provided.

Towing

1. The Chief of Police is authorized to have vehicles towed from the campus of the University to a designated place of storage for any vehicle in violation of the following, from the first offense:
 - a) Unauthorized parking in a reserved space, and the owner does not respond to move the vehicle.
 - b) Unauthorized parking in a space marked “24 HOUR TOWING.”
 - c) Parking in a Fire Lane, Blocking a Fire Hydrant, or Stand Pipe.
 - d) A violation of “Parking in an Accessibility Space, Blocking an Accessible Aisle, Path or Curb Cut”.
 - e) Repeat offenders as described in Section II, B above.

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- f) A vehicle that has had an immobilization device placed on it, and remains unclaimed after 36 hours M-F, or if a weekend, until Monday by noon.
 - g) Upon evidence of tampering with a boot or threatening to remove a boot.
 - h) Abandoned vehicles
2. In addition to any fine assessed for a violation of this Regulation, the owner of a vehicle which is towed from the University is responsible for payment directly to the towing contractor of any towing and/or storage fee charged for such towing.
 3. Notice of North Carolina State Law Concerning Towed Vehicles

UNCSA provides an appeal procedure for the resolution of booting, towing and parking violations (see Section 7). [North Carolina General Statute 20-219.11](#) provides the following:

Whenever a vehicle with a valid license plate or registration is towed as provided in [General Statute 20-219.11](#), the authorizing person shall immediately notify the last known registered owner of the vehicle of the following:

- (a) description of the vehicle;
- (b) location of vehicle;
- (c) violation with which the owner is charged, if any;
- (d) procedure the owner must follow to have the vehicle returned to him or her; and
- (e) procedure the owner must follow to request a probable cause hearing on the towing.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request must be filed with the magistrate in the county where the vehicle was towed by the person entitled to claim possession.

The magistrate shall set the hearing within 72 hours of his receiving the request. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. Any aggrieved party may appeal the magistrate's decision to district court.

Suspension of Parking Privileges

1. The Chief of Police or designee may, in addition to any other penalty, suspend the parking privileges of any individual found to be in violation of the following:
 - (a) unauthorized use of a permit
 - (b) counterfeiting or altering of permits
 - (c) presenting false information
 - (d) habitual offenders
 - (e) destruction or damage to University property
2. Habitual offenders are subject to escalating punitive enforcement measures that include, but are not limited to, booting of the vehicle on each subsequent violation, towing of vehicle on each subsequent violation, revocation of parking privileges and/or (as applicable) referral to the Office of Student Conduct. Employees may be referred to their appropriate administrator.

Payment of Fines, Fees and Charges

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Payments may be made on-line (if available, preferred) or at the Cashier's Office in the following manner:
Payroll deduction (employees only), debit, credit cards or One Card.

Failure to Settle Fines, Fees and Charges

1. Failure to settle outstanding fines, fees, and/or charges within the required time frame can result in the University's arranging for the collection of fees assessed against faculty, staff, and students in the following manner:
 - (a) After 15 days, unpaid penalties owed by employees and students of the University will trigger action by the university to collect the payments. Unpaid employee penalties will be sent to the Controller's Office for payroll deduction. Students shall have a "police hold" placed on their student records and accounts.
 - (b) Individuals whose unpaid fines are not collected through the above means shall be forwarded to a collection agency, the Attorney General's Office, or the Department of Revenue for collection.
2. Payments are expected for the following:
 - (a) permit fees
 - (b) parking violation fines
 - (c) repairs to damaged property
 - (d) boot removal fees and towing fees
 - (e) imposed fines and fees
3. Permits may not be purchased or issued if unpaid fines or fees are outstanding for an individual or a vehicle being registered.

ESCORT AND MOTORIST ASSISTANCE PROGRAMS

Walking at night? We will provide an escort for you from a location on campus to a location on (or near) campus.

Need a jump start? Lock your keys in your car? We will provide a motorist assist.

Call UNCSADPPS for complimentary assistance on campus property 24 hours a day, seven days a week.

PARKING APPEALS

Individuals issued a parking citation may appeal the penalty within ten (10) calendar days of the date of the citation or letter addressing a violation. Appeals must be filed online through the UNCSA Police and Public

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Safety Department/Parking portal. The Chief of Police or designee will convene a review as necessary to ensure the accurate and expedient review of appeals.

For an appeal to be successful, generally it must be a citation issued in error, or there must be a valid extenuating circumstance. For example, “I overslept and didn’t move my car” generally would not be considered adequate for appeal. “I went to the hospital emergency room overnight and couldn’t move my vehicle” may be granted.

1. All information requested on the appeal form must be provided to constitute a valid appeal.
2. Only those appeals received during the ten (10) calendar day deadline shall be reviewed.
3. Late or incomplete appeals shall not be reviewed and do not require a response.
4. If the appellant wishes to meet regarding their appeal, they are required to note the request on the appeal form.
5. Appellants shall be notified by e-mail of the decision to grant or deny their request.

Appeal Rulings:

1. The UNCOSA Police and Public Safety Department will make arrangements to cancel or refund any fees if the ticket/violations are overturned.
2. If the appeal is not overturned, prompt payment of fees and fines is expected and processes for collection of otherwise unpaid fines and fees will be followed.

Final Appeal

1. Individuals who wish to appeal beyond the UNCOSA Police and Public Safety Department may submit an appeal to the Vice Chancellor for Finance and Administration via a written statement to the UNCOSA Police and Public Safety Department of the desire to appeal the matter further. This must be submitted within 10 days of the first level appeal response. The Chief of Police will ensure a copy of all available materials related to the appeal are provided to the VCFA. The VCFA has no deadline to review the appeal and provide a response.
2. Appeals at this level are final, and the provisions in section B above shall be completed as soon as practical upon notification of the final appeal.