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Area Risk/Security/
Envrnmntl Hlth &
Safety
(Procedures)
Chief Or Responsible Office Parking and
Transportation
Services

Parking Regulations (FY2024-2025)

Authority for Procedure granted by UWG Policy #6004, [Parking and Transportation Management](#).

The Chief Campus Services Officer, pursuant to the authority of University of West Georgia (UWG) Policy 6004, Parking and Transportation Management, establishes the following procedures for Parking Regulations.

The UWG Parking Services Department establishes and follows these parking rules and regulations on all property owned or controlled by UWG. Parking Services implements the University's parking plan and manages vehicle registration, permit issuance, lot enforcement, ticket appeal, immobilization and towing for various unsafe and illegal parking practices, and lot scheduling for special events. It is the desire and intent of the University to provide an adequate amount of parking corresponding with the needs of the faculty, staff, and student body limited by constraints of land and finances.

Students, Faculty, Staff, Visitors, Contractors, and Vendors must abide by the Parking Regulations when parked on the UWG Carrollton Campus or UWG-Newnan.

A. Registration Procedures

All faculty, staff, and currently enrolled students must register their vehicle with Parking and Transportation Services and obtain a hangtag to park on the Carrollton Campus and/or UWG-Newnan. Failure to register a vehicle and get a hangtag may result in a citation.

Fully online students who have not paid the parking and transportation fee will not be issued a hangtag and will be required to use Aims Mobile Parking (AMP). Fully online students who come to campus must pay the parking and transportation fee to receive a commuter hangtag and will have access to all Commuter and Open Permit lots.

1. Where to register:

- i. **Main Campus (Carrollton):** Faculty, staff, and students may register their vehicle for a hangtag

at (<https://westga.aimsparking.com>). Hangtags must be picked up at the Campus Services office (Momentum Center, 103 Parker Drive, Carrollton) unless other arrangements have been made.

- ii. **UWG-Newnan:** In conjunction with Parking Services, the UWG-Newnan Office/Manager/front desk staff will issue student and visitor hangtags as required. All Faculty/Staff must register on the Carrollton campus.

2. **Student Employees:** Graduate assistants (GAs/GRAs), student assistants, and Federal Work-Study Program (FWSP) students may not register as faculty/staff.

3. **UWG Employees:** Faculty/staff and contracted employees employed for less than 30 days will be issued a temporary hangtag. Over 30 days, the employee will be automatically assessed the required transportation fee through payroll deduction and must pick up a faculty/staff hangtag.

4. **Contractors:** Planning and Construction Services may request temporary parking permits for contractors conducting business on campus. The request should be made one week in advance whenever possible.

5. **Vendors:** Companies and/or individuals will coordinate directly with Parking Services to register for a temporary parking pass. Parking zones for vendors are dependent on the type of services provided.

6. **Trustees, Alumni Board:** University Advancement, in conjunction with Parking Services, provides a Friend of UWG hangtag upon request to these individuals.

7. **Retired Faculty/Staff:** See the Association of Retired Faculty and Staff (ARFS) website, [retiree perks](#) for online submission instructions. For additional information, email Human Resources at hrrservices@westga.edu.

8. **Gate Cards and Gate Remotes:** Full-time faculty/staff may be issued a gate card for a fee. UWG departments can only purchase gate remotes for issuance to their staff. The gate cards and gate remotes remain the property of UWG and must be returned at the end of employment. To request gate cards/remotes, email parking@westga.edu.

9. **Divisional Permits:** Vice Presidents may request "Divisional Parking Permits." This permit entitles the bearer to park in faculty/staff spaces and open permit spaces only while on university business. This permit may only be displayed on a registered vehicle bearing a current hangtag. Bearer must adhere to all parking regulations. Violations are subject to citation.

10. **Bicycle and Moped Registration:** All active students and employees who bring a bicycle or moped to campus must register it with Parking Services. Upon registration, Parking Services will issue a uniquely numbered decal to be affixed to the bike or moped. The registration remains valid while a student is enrolled or an employee is active. The owner is responsible for ensuring that their contact information is up-to-date. The registration form can be found on the Parking Services or Bike West website.

B. Fees for Faculty, Staff, and Students

General Information: All active faculty, staff, and currently enrolled students must pay an annual Parking

and Transportation Fee. This fee includes the use of UWG transportation and one hangtag per registrant. For more information concerning transportation fees, visit the [Parking and Transportation Services Fines and Fees website](#).

C. Hangtags/Decals

Any vehicle brought onto campus by a faculty/staff or student must display an active hangtag, even if the vehicle is being used temporarily. Parking hangtags should be displayed on the windshield mirror anytime the vehicle is parked on campus. The hangtag must face outward from the vehicle and be unobstructed. If no mirror is available, the hangtag must be placed face-up on the dashboard where the numbers are visible. Motorcycles and convertibles will be issued a unique decal at no charge.

Any vehicle found displaying a hangtag that has been reported lost or stolen will be ticketed and may be towed at the discretion of Parking Services.

D. Visitor Parking

Daily Visitors: Pay-to-park spaces are located throughout campus and may be utilized by any member of the public or University Community. The first 30 minutes are free to park (the registration must be completed to receive that credit). Each additional hour costs \$1. Violators will be ticketed and may be towed at the discretion of Parking Services. For more information concerning AMP spaces, visit the [Parking and Transportation Services website](#).

Departmental Guest: University departments have the option to request a Parking Services account in order to send guest parking permit invitations via email from the parking portal. Department guest passes can only be sent to visitors who are not affiliated with the University of West Georgia. The permit can be valid anywhere from one to seven days. Departmental guest permits are valid in Open Permit and Faculty/Staff parking zones.

ADA Parking for Visitors: Vehicles must have a state-issued disability license plate or disability placard to park in ADA-designated spaces. Visitors must contact Parking Services at 678-839-6525 for information on registering for ADA spaces.

Reserved Spaces for Events: Requests to reserve parking spaces or parking lots for events must be submitted through the Event Management System (EMS) and will be approved by the Dean or Vice President of the affiliated department prior to review by Parking Services. Any associated fees will be billed to the requesting department.

E. Accessibility Parking Requirements

By state law, the person to whom the state-issued Disability License Plate or Disability Placard is issued must be an occupant of the vehicle that displays the license plate or placard. UWG complies with the Americans with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

For faculty, staff, or students to park in the designated ADA spaces, they must register their parking accommodation information and have a special decal marked "ADA" issued by Parking Services. The

special decal will be affixed to the driver's assigned hangtag. Vehicles that display a valid state-issued Disability License Plate or Disability Placard may receive a citation for violating Parking Regulations if not registered with Parking Services. Further violations may be subject to fines and/or impoundment until the vehicle is registered with Parking Services.

Temporary accommodation permits can be issued to students by request from Accessibility Services or a doctor (maximum 30 day duration per semester). At least five days before the expiration of a temporary accommodation permit, any student with a continuing need must contact Parking Services. Students issued a temporary accommodation permit cannot park in ADA spaces. They can only be used outside their designated parking zone in faculty/staff zones.

F. Regulations

Parking Regulations are in effect at all times. Additionally, University Police have the authority to enforce Georgia's Motor Vehicle Code at all times. See O.C.G.A., Title 40, §40-1-1.

Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents.

1. Regulations on Campus

- i. Parking is prohibited in designated tow-away zones, at red curb areas, blocking a fire hydrant, on/or blocking a sidewalk, in handicapped spaces (unauthorized), or blocking a handicapped ramp or curb cut, or on the grass, lawns, or athletic fields. Violators will be ticketed and may be towed at the discretion of Parking Services.
- ii. Non-registered vehicles having four or more unpaid parking fines may be towed at the discretion of Parking Services.
- iii. Vehicles parked in such a manner to create a fire/safety hazard or obstruct the free flow of traffic may be towed at the discretion of Parking Services.
- iv. **Bicycle Parking:** Bicycle parking is only permitted in campus bicycle racks. Bicycles should use the bicycle lane where available and must ride with traffic flow on streets. Bicycles are defined as vehicles by the State of Georgia, with the same rights and responsibilities on public roads as motor vehicle drivers. If an unregistered bicycle is found, an attempt is made to determine if it has been abandoned by affixing a written notice to the bike requesting the owner to register it with our office. If the bike remains in the exact location for 72 hours after the notice has been affixed, it will be impounded and stored for 30 days. After 30 days, any unclaimed bikes are disposed of at the discretion of the university.
- v. **Motorcycle Parking:** Motorcycles are defined as motorized two or three-wheel vehicles with an engine size of 50 cc. or greater. Parking permits are required for motorcycles. Motorcycles must park in a regular parking space and in the same manner as an automobile. Two motorcycles may park in one vehicle parking space in the appropriate zone. Motorcycles are prohibited from driving on sidewalks or around parking control gates and in gated areas.

- vi. **Moped Parking:** mopeds are motor-driven cycles with an engine not exceeding 50 cc. mopeds can only park in bicycle racks on campus. If an unregistered moped is found, an attempt is made to determine if it has been abandoned by affixing a written notice requesting the owner to register it with our office. If the moped remains in the exact location for 72 hours after the notice has been affixed, it will be impounded and stored for 30 days. After 30 days, any unclaimed mopeds are disposed of at the discretion of the university.
- vii. **Reserved Spaces:** Executive Leadership will have individually designated spaces displaying either a title or a number, depending on position. The President, Deans, and Vice President signs will display titles. Spaces are limited to one per person. ADA parking cannot be reserved.

Additional positions may be offered a space based on operational needs at the discretion of the President. Reserved space list will be reviewed and updated on a biannual basis.

- viii. **UWG Motorized Cart Parking:** UWG Motorized carts are prohibited from parking in/on areas blocking vehicle or pedestrian traffic, designated ADA spaces, sidewalks, or in any location or manner that would impede emergency responders. Contact Parking Services via email at parking@westga.edu or telephone at (678) 839-6629 with any questions or concerns prior to travel.
- ix. **University Service and Police/Emergency Vehicle Parking:** Service spaces are limited to use by University service vehicles, personal vehicles with valid permits, and contractors/vendors on official business. Police and/or service vehicles may stop or park, irrespective of the parking regulations, while performing necessary official business. Service vehicles may not be left unattended, blocking a fire hydrant or traffic flow or impeding access for persons with accessibility needs.
- x. **Loading/Unloading:** Parking Services may grant special parking permissions for short periods for loading and unloading. Reserved spaces near Resident Halls may be used for loading/unloading by resident students only. The maximum length of time for use of these spaces is 30 minutes. Violators will be ticketed and may be towed at the discretion of Parking Services.
- xi. **Aims Mobile Parking (AMP):** Pay-to-park spaces are located throughout campus and may be utilized by any member of the public or University Community. The first 30 minutes are free to park (registration must be completed to receive credit). Each additional hour costs \$1. Violators will be ticketed and may be towed at the discretion of Parking Services. For more information concerning AMP spaces, visit the Parking and Transportation Services [website](#).
- xii. **Inoperable Vehicles:** If a vehicle becomes inoperable, the operator should notify Parking Services at (678) 839-6629 as soon as possible. The owner is liable for all parking citations issued before Parking Services is notified. Parking Services does not provide roadside assistance services. The time limit for vehicles inoperable or in visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense.
- xiii. **Vehicles designed for living or sleeping:** Overnight or extended parking of campers, vans,

buses, etc., utilized as living and sleeping quarters within the University's boundaries is only permitted if approved by the Chief Campus Services Officer.

- xiv. **Parallel parking:** parallel parking against the traffic flow on the street is prohibited. Violators will be ticketed.
- xv. **Delivery Drivers:** Students working as delivery drivers and driving personal cars must park in their designated spaces.
- xvi. **Momentum Center Parking:** Students are allowed to park in the Momentum Center lot in designated spaces while accessing the Momentum Center (must register their car at the front desk sign-in). Additionally, AMP spaces can be utilized in the Momentum Center lot.
- xvii. **Print Services Parking:** Parking is reserved for Print Services customers only while conducting business. Additionally, AMP spaces can be utilized in the Print Services lot.
- xviii. **Electric Vehicle (EV) or Reserved Charging Spaces (SIGNS).** These publicly available spaces are reserved for electric vehicles (EV) only. To use the spaces, EVs must be in active session and connected to the charger. Non-electric vehicles or EVs not in active session are subject to citation and impoundment.

Electric Vehicles and Reserved Charging Spaces are owned by a third-party vendor. UWG is not responsible for maintenance, repairs, or payment processing.

2. Towing and Impoundment

Motor vehicles violating UWG's Parking Regulations or Georgia's Motor Vehicle Code may be towed/impounded at the owner's expense. The vehicle operator/owner is responsible for any wrecker and storage fees. The University does not carry insurance for damage or loss to vehicles or contents.

- i. A release form must be obtained to regain possession of an impounded vehicle. The form may be obtained from Parking Services from 8:00 am to 5:00 pm, Monday-Friday, or the University Police (678) 839-6000 when Parking Services is closed.
- ii. Vehicles may be impounded for the following reasons:
 - a. Non-registered vehicles having four or more unpaid parking fines.
 - b. Vehicles parked in such a manner to create a fire/safety hazard or obstruct the free flow of traffic.
 - c. Parking in designated tow-away zones, at red curb areas, blocking a fire hydrant, on or blocking a sidewalk, in handicapped spaces (unauthorized), or blocking a handicapped ramp or curb cut, or on the grass, lawns, or athletic fields.
 - d. In case of emergency or in the interest of public safety.
 - e. When a vehicle is presumed abandoned or in a visible state of disrepair and no contact can be made with the owner.

G. Violations

The person on record for a registered vehicle and hangtag or decal is responsible for all parking violations involving that vehicle.

1. Unregistered vehicles are subject to a citation. Citations are issued to the hangtag/decal unless no hangtag/decal is visible, then the citation is issued to the vehicle. Courtesy warning tickets will be issued the first five class days of each semester for vehicles that "fail to display" a current hangtag; however, all other violations will be enforced.
2. Failure to use gate cards and special permits in accordance with the Parking Regulations may result in citations, impoundment, and revocation of cards/permits.
3. A table of fines and enforcement actions is posted on the [Parking and Transportation Services website, Fees and Fines](#).

H. Color Coding/Permits/Signs and Designated Hours of Operation

All lots are designated with a signpost at the entrance to indicate assigned parking. Some parking lots/spaces are reserved for special permit parking only and are identified by signs. Reserved Spaces are at the discretion of the University President.

The following curb/surface color scheme and/or appropriate signs shall designate parking on campus. The sign shall take precedence in a discrepancy between a sign and a curb color. All lots on campus are subject to closure for special events or construction.

1. Color codes used on curbs:

- **Green:** Faculty/Staff
- **Red:** Emergency lanes. No parking anytime; violators are subject to citation and impoundment.
- **Yellow:** No parking zone anytime; violators are subject to citation and impoundment.

2. Parking Zone Colors/Signs:

- **Dark Blue:** Restricted 24/7 to campus residents of The Oaks, Bowdon Hall, Arbor View Apartments, Center Point Suites, and University Suites.
- **Light Blue:** Open Permit – Not restricted. All hangtag types.
- **Green:** Faculty/Staff – Restricted Monday-Friday 7:00 am - 4:00 pm. After restricted hours, Faculty/Staff zones become Open Permit except where specified.
- **Purple:** The Village Resident – Restricted 24/7 to residents of The Village housing complex.
- **Red:** Commuter: Restricted Monday-Friday 7:00 am - 4:00 pm for commuter students only. After restricted hours, Commuter zones become Open Permit.

- **Yellow:** AMP - Open, may be utilized by any member of the public or University Community.

3. Hangtag Color/Type:

- **Dark Blue** – Resident
- **Gold** – University Friend
- **Green** – Faculty/Staff
- **Purple** – The Village
- **Red** – Commuter

4. Residence Life Coordinators and Residence Directors (Decal): Individuals working as Residence Life Coordinators and Residence Directors will be issued a special decal to attach to their hangtag, which permits them to park in certain restricted parking spaces identified by signs. Individuals living as a dorm resident with a Residence Life worker must register their vehicle, and a special parking permit will be issued. The individual must park in Open Permit parking zones.

I. Parking Appeals

Any student or faculty/staff who receives a University citation may appeal. Visitors should contact Parking Services for more information. Hold/charge is placed on the individual's account when the ticket is issued. To permanently remove the hold/charge from the account, the individual should pay the ticket OR receive a favorable response to an appeal.

1. Time Limits: All appeals must be made within 14 business days of the citation date.

2. Appeals Procedure:

- Appeals may be submitted through the [Parking Portal](#) or (upon approval from Parking Services) handwritten appeals may be submitted in person at the Parking Services office.
- The appeal is a document review; there is no hearing. Any evidence or documentation must be submitted with the appeal form. Individuals should clearly explain their situation in as much detail as possible.
- Appeal decisions are emailed to the address provided on the appeal form submitted by the individual.

3. Violations/Explanations Not Subject to or Accepted for Appeal:

- Unauthorized parking in a handicap space or falsely using an official State-issued handicap hangtag.
- Red Curb parking
- Yellow Curb parking
- Over the time limit in loading/unloading spaces or AMP Parking

- Blocking Fire Hydrant
- Lack of knowledge of the regulations (e.g., being new to campus or not having reviewed the regulations) and subsequently violating the Parking Regulations is not an acceptable explanation for violation of the Parking Regulations.

4. Appeal Judge and Appeals Committee

- The Parking Appeals Committee comprises the Student Judicial Chairperson, one Faculty Member, and one Staff Member appointed by the Provost and Vice President for Student Affairs. No member is affiliated with either Parking Services or University Police. No member of the committee or the Appeals Judge may rule on or approve their own parking citation appeal.
- The Appeals Judge is the Chief Campus Services Officer or their designee.
- Appeals will be reviewed, and the Parking Appeals Committee will render decisions. When a unanimous decision cannot be made, the appeal will be referred to the Appeals Judge for review and adjudication.
- The Parking Appeals Judge shall be authorized to uphold, reject, or modify the decision rendered by the Appeal Committee. Upon request from the appellant, the Parking Appeals Committee may provide a detailed written decision response.
- The Appeals Committee will submit a meeting schedule to Parking Services before the beginning of each new semester. The committee can cancel or reschedule a meeting at their discretion.
- The decision of the Parking Appeals Committee and Appeals Judge is final.

J. Citation Payments

1. **Students:** Citations can be paid through their Self-Service Banner account with a debit/credit card or in-person with cash, check, or debit/credit card at the Cashier's window at Aycock Hall. Holds are placed on UWG student accounts by the Office of Student Accounts and Billing Service until paid in full or otherwise resolved.
2. **Faculty/Staff:** Citations can be paid with cash, check, or debit/credit card at the Cashier's window at Aycock Hall. Contact the Office of Student Accounts and Billing Services for more information at (678) 839-4737.

Definitions

Bicycles - a non-motorized vehicle with two or three wheels, saddle, and fully operative pedals for human propulsion; includes Electric Assisted Bicycles.

Campus - UWG-owned or leased buildings, grounds, and property, including sidewalks and streets within campus boundaries.

Electric Assisted Bicycle - a bicycle with an electric motor to assist in the operation of pedals; for this procedure, Electric Assisted Bicycle will be used interchangeably with Bicycle.

Moped - motor-driven cycle with an engine not exceeding 50 cubic centimeters (cc.).

Motorcycle - motorized two or three wheel vehicle with an engine size of 50 cc. or greater. For this procedure only, reference to Motorcycles shall include vehicles designated by manufacturers as Scooters and Mopeds except when otherwise designated by name. The certificate of origin for the vehicle must state: Manufactured for lawful highway use to be operated on Campus. Motorized vehicles not manufactured for lawful highway use should not be operated on the UWG Campus.

Motorized Cart - cart-type vehicle powered by an electric or internal-combustion engine generally used to transport people. These include, but are not limited to, golf carts, utility terrain vehicles (UTVs), low-speed vehicles (LSVs), and utility carts.

University Community: (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities, including University departments, foundations, and registered University student organizations.

Guidelines/Related material

[Parking and Transportation Services website:](#)

- [Parking Portal](#)
- [Parking and Transportation Services FAQs](#)
- [Fees and Fines](#)
- [Bus Route Map](#)
- [Parking Zones Map](#)

Approval Signatures

Step Description	Approver	Date
Policy Owner	Teresa D'Emilio	05/2024
Chief Approval	Scott McElroy [TD]	05/2024