



2019 TRAFFIC RULES AND PARKING REGULATIONS

For Additional information, contact:

The University of West Alabama Police Department

UWA Station 50

Livingston, AL 35470

(205) 652-3602



*University
Police*

SECTION I – VEHICLE REGISTRATION

1. All members of The University of West Alabama Community to include student body, faculty, staff, university charter school employees, and visitors who operate vehicles on the campus are required to register any vehicle driven on campus with the University Police Department. The registration process begins with completing the online registration form, which is on the UWA website at https://uwa.datacenter.adirondacksolutions.com/uwa_myparking_prod
University Charter School employees and Visitors should secure a permit from the University Police Department located at the Craiger House Monday – Friday between the hours of 8:00 a.m. and 4:00 p.m. Special arrangements can be made for those who are unable to come during business hours. Decals are valid from August 1st – July 31st each year.
 - a. Vehicle registration announcements are released during the first week of each semester.
 - b. **Students attending on-campus classes only one night a week are required to purchase decals. Online students who park on campus are also required to possess a decal.**
 - c. Registration fees are:
 1. Faculty/Staff \$5.00 annually
 2. Resident Students \$15.00 annually
 3. Commuter Students \$25.00 annually
 4. Community Members Free (expires annually)
 5. Visitors Free (expires after one day)
 6. Physical Therapy Free (with proper documentation)
 7. Charter School employees \$5.00 annually
 - d. All student registrants are eligible for up to two decals. Decals shall not be transferred between vehicles. Each vehicle **must** be registered.
Faculty and staff can purchase up to three decals and must have all three vehicles registered. Students/family members of faculty and staff with green decals **must** park in the white parking areas.
University Charter School employees can purchase up to two (2) decals. Decals **shall** not be transferred between vehicles. Both vehicles **must** be registered to be eligible for two (2) decals.
2. To obtain your decal, you must:
 - a. Register online at the above-listed URL
 - b. Show proof of liability insurance
 - c. Show a valid Driver's License
 - d. Vehicle **must** have a license plate (tag)

SECTION II – DECALS

1. Decals are valid from the time of purchase until the end of the summer and must be displayed on the windshield at all times; they expire on July 31st of each year. Decals remain the property of UWA and shall be surrendered if requested by University Police. **All lost or stolen decals** must be reported to University Police immediately. For students, failure to report the loss will be considered a violation of the Code of Student Conduct. Decals **shall** not be sold, exchanged, or purchased from any person other than the University Police Department. Possession of a lost, stolen, forged or altered decal will result in revocation of parking privileges and considered a violation of the Code of Student Conduct. Providing false or incorrect information to obtain a parking decal is a violation of the University Traffic Rules and Parking Regulations and is subject to a fine of \$100.00, revocation of parking privileges
2. **Replacement Decals** – to receive a free replacement decal, you must turn in your current/old decal, except for a motor vehicle accident.
 - a. All on-campus drivers must renew decals each year at the beginning of the Fall Semester (August 1st).
 - b. **Decals can only be used by individuals who have a registered vehicle.**
 - c. Unauthorized possession or use of a faculty/staff or student decal may result in disciplinary action for any parties involved.
 - d. Unlawful possession and use of a Handicapped Parking Decal will result in immediate suspension of campus parking privileges, a \$300 fine, and referral to the UWA Student Life Committee for disciplinary action.
 - e. **Decals must be properly displayed and visible on the lower right-hand corner of the passenger side windshield** any time the vehicle is being- operated or parked on UWA property including weekends and holidays, etc.
 - f. Decals located in other places on the vehicle other than the lower right-hand corner of the passenger side windshield **will result** in a citation.

Special Note: Any person who owns, operates, and parks a motor vehicle on UWA campus is required to have a

parking decal, no exceptions.

3. Faculty and staff must register his/her vehicle with the University Police every year before August 1st.
4. Decal Colors:
 - a. **RED** Decals are issued to students residing in Gilbert Hall.
 - b. **GOLD** Decals are issued to students residing in Reed and Selden Halls.
 - c. **YELLOW** Decals are issued to students living in Hoover Apartments.
 - d. **PURPLE** Decals are issued to students living in Stickney Hall.
 - e. **BROWN** Decals are issued to students living in Patterson Apartments.
 - f. **WHITE** Decals are issued to students living off campus.
 - g. **ORANGE** Decals are issued to members of the community.
 - h. **GREEN** Decals are issued to faculty and staff of The University of West Alabama. Faculty and staff found abusing this privilege by purchasing green decals for non-faculty/staff use will be fined \$100.00.
 - i. **BLUE** Decals are issued to students, faculty, and staff who are certified for accessible parking by the State in which the individual resides. Spaces have been identified throughout campus, specifically for people with disabilities. To park in a handicapped parking space, you **must** have a **UWA (BLUE) DECAL** and one of the following: a state-issued disability license plate or a state-issued disability hang displayed on the rearview mirror.
 - j. Only those Graduate Assistants officially recognized by the School of Graduate Studies will be issued a faculty/staff decal. **NO EXCEPTIONS.**
 - k. Red decals with the USC logo are issued to Charter School employees and should park in the designated area.

SECTION III – PARKING AREAS

1. From 7:00 A.M. to 6:00 P.M. (Monday-Friday) vehicles must be parked in the zone categorized by the color of the decal.
 - a. **RED** decals in the University Housing Areas (Gilbert Hall only).
 - b. **GOLD** decals in Spieth/Reed parking lots only.
During restricted hours, no red, gold, brown, or purple decals are allowed in the following zones: Bibb Graves, Lyon Hall, Hughes Gym, Foust, Wallace, Library, Pruitt, and Webb. Yellow decals are allowed to park in Wallace Hall **only**. *The University Police will strictly enforce this rule, and there will not be an appeal for these tickets. Permission may be granted to those students with special projects for class, but they must contact the University Police Department before parking in these areas.*
 - c. **YELLOW** decals should park in the designated Hoover parking lot and lower Wallace Hall lot. May also park in the McConnell Guest House lot or behind Sisk Hall.
 - d. **WHITE** decals in the designated commuting zones and overflow parking areas.
 - e. **ORANGE** decals in white zones.
 - f. **PURPLE** decals in white zones only in residence hall lots and designated lower Wallace Hall lot.
 - g. **BROWN** decals in white zones only in Patterson parking lot and Gilbert Hall lot.
 - h. **BLUE** decals will be issued to students, faculty, and staff who have a valid handicap placard or license plate registered by the state, in his/her name. To park in a handicapped parking space, you must have a **UWA (BLUE) DECAL** along with the state issued handicap placard or handicap license plate.
 - i. **GREEN** decals in the green zones and white zones for overflow.
 - j. **RED** USC decals in the designated areas of Lyon Hall.
 - k. Visitors on campus may use spaces other than Green or Yellow. Handicapped spaces may be used if a handicapped placard is visible. Visitors must obtain a temporary parking permit from the University Police Department located at the Craiger House.
1. **Parking is not permitted on the grass under any circumstance.**
2. Before 7:00 A.M. and after 6:00 P.M., parking is not restricted. Decals are still required during this period.
3. No parking zones and handicap zones are enforced 24 hours a day.
4. **ALL** vehicles are required to be registered to park on University property.
Persons or groups sponsoring events and inviting guests to campus must notify the University Police Department via Help Desk 48 hours before the event with the approximate number of guests, and the parking areas they will be using. The University Police will either issue special guest passes or suspend parking enforcement in the area.
The President, Provost, and Deans of each college are given a limited number of visitor parking passes to accommodate a small number of departmental guests.
Remember, residential parking is restricted, and anyone found parking outside their restricted parking area will be subject to receive a citation for violating the Parking & Traffic Rules and Regulations. To park on campus,

residents must purchase a student parking decal.

SECTION IV – MOTORCYCLES, MOTOR SCOOTERS, MOTOR BIKES, AND TRAILERS

1. The above will not be operated or parked in a manner that creates a hazard to traffic, pedestrians, and recreational areas.
2. The above will not be operated in buildings or on lawns or sidewalks.
3. They will not be parked in a manner that obstructs entrances to buildings or driveways.
4. Helmets are required on all motor-driven cycles.
5. Special permission for parking trailers, boats, or RVs on campus must be given by the Chief of University Police.

SECTION V – GOLF CARTS/UTILITY VEHICLES

1. Only **University-owned** golf carts will be allowed to operate on campus unless medical conditions warrant or during days with special events.
2. All authorized operators of UWA owned golf carts/utility vehicles must abide by the UWA Golf Cart/ Utility Vehicle Regulations.

SECTION VI – BICYCLES

1. Each bicycle used on campus **must** be registered. Although there is no registration fee, this will give the University Police valuable information in the unfortunate event that your bike is stolen. You will be provided with a bicycle decal upon registering your bicycle. Bicycle registration should be completed through https://uwa.datacenter.adirondacksolutions.com/uwa_myparking_pro
2. Bikes secured in such a way that interferes with academic and residence hall entrances or exits are a potential liability if the building must be evacuated. Therefore, bicycles secured in **doorways or on stairwells** will be impounded, and owners will be assessed a \$25 fine.
3. Bicycles not secured to bicycle racks will also be impounded, and owners will be fined \$10. This includes bikes secured to trees, shrubbery or signage.
4. Impounded bicycles will be retained for a maximum of 90 days, after which they will be referred to the Business Office for disposal.
5. Bicycles should be removed from campus when the University is closed for more than one week to avoid impounding.
6. Please be courteous to pedestrians and obey traffic laws if traveling on roads.
7. Wear a helmet to protect yourself in the event of an accident.

SECTION VII – VIOLATIONS AND FINES

1. Registration and Decals:
 - a. All city and state regulations and all directive signs governing the use of vehicles shall be observed at all times.
 - b. The registrant of a vehicle is held responsible for the safe operation and proper parking of his/her vehicle, regardless of who may be the operator. A ticket is not excused on the plea that another person was driving the vehicle, or that the ticket was never seen.
 - c. Failure to register vehicle. **(No Decal including expired decal):**

1st Ticket	2nd Ticket	3rd Ticket	4th Ticket
\$50	\$75	\$100	\$125

- d. Providing false information to a obtain decal will result in cancellation of driving privileges and referral to the UWA Student Life Committee for disciplinary action.
2. Improper Parking
 1. Fines related to improper parking will increase with subsequent violations of the same type.
 2. Accumulation of three parking tickets of any nature will result in immobilization of vehicle and suspension of driving privileges on campus; if the owner/driver receives more than three tickets, the violation fee will increase by an additional **\$25 per offense**.

Offense	1st	2nd	3rd	4th
Parking in Faculty/Staff	\$25	\$50	\$75	\$100
No Parking Zone Parking	\$50	\$75	\$100	\$150
Double Parking	\$25	\$50	\$75	\$100
Parking on grass	\$25	\$50	\$75	\$100
Restricted time zone parking	\$25	\$50	\$75	\$100

Blocking traffic lanes, driveway or crosswalk	\$50	\$75	\$100	\$150
Parking in fire lanes or blocking hydrants	\$50	\$75	\$100	\$150
No Decal/Failure to Properly Display/Expired	\$50	\$75	\$100	\$150
Parking in Handicap	\$100	\$200	\$300	\$400

The University Police shall tow a vehicle abandoned in a non-movable condition or unattended on a street, road, or parking lot for a period of seven days.

NOTE: Violation of any parking regulations could result in vehicle being TOWED away or vehicle immobilization. This includes Parking Bans. Vehicle immobilization device removal fee is \$100.

3. Speeding:
University officers have the option of issuing a University ticket or Uniform Traffic Complaint depending on severity. Fees associated with University tickets are as follows:

First Offense	Second Offense	Third Offense
\$75	\$150	\$225 plus loss of driving and parking privileges on campus

NOTE: The speed limit on campus is 15-25 MPH unless otherwise posted.

4. Other Moving Violations:
 - a. Wrong way on a one-way street
 - b. Running a stop sign.
 - c. Driving on wrong side of street.
 - d. Failure to stop for pedestrians at properly marked cross-walks.
 - e. Operating a motor vehicle on grass or sidewalk.

NOTE: Any of the moving violations are \$25.00 for the first offense. Driving privileges will be revoked on third offense.
5. Other Moving Violations – Reckless Driving:
 - a. Reckless driving is a violation of more than one moving violation in one action. Persons operating a motor vehicle in a manner harmful to life or property will be charged with reckless driving **and** will be fined \$25.00. All fines listed are referred to University issued tickets, not for Uniform Traffic Citations.
6. Moving violations can result in being issued a Uniform Traffic Citation.
7. Littering: **Criminal Littering** \$100
Offenders will be subject to disciplinary action.
8. Loud Noise – radios/horns/mufflers. \$25
9. Other \$25

SECTION VIII – TICKET INFORMATION

All tickets are payable within 5 days. After 5 days a \$10 late fee will be added. Saturdays, Sundays and Holidays are excluded. Failure to pay fines will result in grades being tagged and/or legal action by the civil authorities.

After any three citations in one given semester, motor vehicle parking privileges will be revoked for the remainder of the semester.

Appeals Process:

Any person who receives a University parking ticket and believes there are valid reasons to appeal the ticket, may file a written appeal online at https://uwa.datacenter.adirondacksolutions.com/uwa_myparking_pro no later than 72 hours from the time of issuance of the ticket. Verbal parking appeals are not accepted by telephone or in person at the University Police Department. Failure to file an appeal within the time allotted renders the ticket and associated fines as final. A person filing an appeal before the Appeals Committee will be notified of the verdict reached. Failure to pay fine after 5 days will result in added cost to the violator.

Each ticket must be appealed separately. Combining tickets on one appeal is not accepted and the appeal **will not** be considered.

The following reasons are **NOT** acceptable grounds for dismissing a parking or traffic citation.

1. Lack of knowledge of the Traffic and Parking Regulations;
2. Inability to find a proper parking space/no parking space available;
3. Inclement weather;
4. Late for class;
5. No permit displayed/failure to obtain proper permit;
6. Permit used by another person/operation of the vehicle by another person;
7. Failure of officers to ticket previously for similar offense;

8. Disagreement with the Traffic and Parking Regulations.
9. Claims of not receiving a hard copy of ticket on vehicle.

SECTION IX – TRAFFIC ACCIDENTS

Any accidents, which occur on campus and result in damage to property or persons, must be reported immediately to the University Police Department. Failure to do so will result in loss of parking privileges and/or criminal charges of Leaving the Scene of an Accident.

SECTION X – STUDENT RESPONSIBILITY

If a student moves from one residence hall and commutes, or if a commuting student moves to a residence hall, it will be his/her responsibility to come to the University Police Department and get the proper decal and bring the current decal to be exchanged. It is also the responsibility of on-campus drivers to obtain a decal.

SECTION XI – FREQUENTLY ASKED QUESTIONS

Where is the University Police Department located? When is it opened?

The University Police Department is located in the Craiger House directly across from Wallace Hall and north of the football stadium on University Drive.

We are open 24 hours a day and seven days a week.

Administrative hours are from 8:00 a.m. – 4:00 p.m. Monday – Friday. Closed legal holidays and University Administrative Holidays

Do I need a parking permit/decal to park on campus?

Yes. Parking Permits are required at all times for every vehicle parked on UWA property.

Can I purchase a decal anytime throughout year?

Parking Decals can only be purchased during business hours Monday – Friday between the hours of 8:00 a.m. – 3:30 p.m. August 1st and July 31st excluding holidays & University Administrative Holidays.

If I switch vehicles, can I use the same decal?

No. Decals are not designed to be transferred between vehicles. See Section I number 1 d.

Where can I park if I have a Green, Red, Yellow, White, Purple, Orange, Brown, Gold or Blue Decal?

See Section III – Parking Areas

How do I appeal a ticket?

Go to https://uwa.datacenter.adironacksolutions.com/uwa_my parking_pro

Log in using your user name and password.

Appeals are due 72 hours from the time of issuance of the ticket

How do I pay for a ticket that I received?

Citations must be paid at the University Police Department within 5 business days of receipt of the ticket. Only payments by cash or check are accepted (checks should be made payable to UWA).

Uniform Traffic Citations & Uniform Nontraffic Citation and Complaint should be paid to the City of Livingston Municipal Court located at 201 Church St.

If I receive a ticket for "No Decal", will I still have to pay the ticket after purchasing a decal?

Yes. You are responsible for paying any ticket received.

What if I purchased a decal and cannot find a park?

Parking is limited on campus and purchasing a decal does not guarantee a parking space.

1 Bibb Graves Hall	18 Callaway Schoolhouse	34 Reed Hall
2 Stickney Hall	19 Spence-Moon House	35 Land Hall
3 Sisk Hall	20 Patterson Apartments	36 Vaughan Tennis Complex
4 McConnell Guest House	21 Gilbert Hall	37 Student Union Building
5 Julia S. Tutwiler Library	22 Wallace Hall	38 Hunt Annex (UWA Theatre)
6 Hughes Gym	23 Campus School	39 Hunt Technology Building
7 Lyon Hall	24 Craiger House (UWA Police)	40 Hoover Apartments
8 Pruitt Hall	25 Jack Pleasant Greenhouse	41 Wesley Foundation
9 Homer Field House	26 Outdoor Classroom	42 Softball Complex
10 Tiger Stadium	27 Selden Hall	43 Intramural Complex
11 Foust Hall	28 Spieth Hall	44 Tartt Baseball Field
12 Young Hall Cafeteria	29 Truelove Complex	45 Cross Country Clubhouse
13 Webb Hall	30 International House	46 Nature Trails
14 Bell Conference Center	31 Moon Hall	47 Don C. Hines Rodeo
15 Brock Hall	32 Campbell Environmental/	Complex
16 President's House	Education Center	48 Don C. Hines Rodeo Stables
17 Choctaw Tavern	33 Covered Bridge	49 ALFA Environmental Hall

