



# Florida A&M University Traffic & Transportation Regulations

Parking & Transportation

Department of Campus Safety  
& Security

Office of Parking &  
Transportation

2400 Wahnish Way

Tallahassee, FL 32307

850.561.2203

**Department of Campus Safety & Security  
Office of Parking & Transportation  
Regulations**

**GENERAL**

The Office of Parking & Transportation (OPT) is an entity that falls under the Department of Campus Safety and Security in the Division of Student Affairs. The OPT is authorized and empowered to enforce all University Parking Regulations. These regulations are written in accordance with and pursuant to authority contained in sections 1001.75, 1006.66, 316.003, 316.008, 316.1945, 316.195, 316.1959, 316.640, FS.

This regulation is applicable to all persons who park a motor vehicle on the campus of Florida A&M University (FAMU). Every motor vehicle parked in a parking lot or garage on University property must maintain a valid vehicle registration including visitors, who may purchase a visitor parking permit or utilize multi-space pay stations. Copies of the University Parking Regulations are online at the Florida A&M University web site URL <http://www.famu.edu/parking>. The University assumes no liability for vehicles parked or operated on University property. The registered vehicle does not guarantee space availability at a preferred location.

**I. DEFINITIONS**

**Authorization** – Permission extended by the University to each approved employee and student holding a valid driver’s license to operate properly registered motor vehicles, motor scooters, and other motorcycles on the campus of Florida A & M University in accordance with the terms of these regulations.

**Bicycle** – Two or three wheel vehicle propelled solely by human power.

**Blocking** – The deliberate parking of any vehicle to obstruct or prevent the exit of the vehicle occupying the space. This act is considered as “obstructing (blocking) traffic” and will subject the violator to a University parking citation and/or towing of the vehicle.

**Campus** – Includes all the property of Florida A & M University located in Tallahassee, Orlando, and Crestview

**ADA Parking** – Specifically designated parking for persons who have qualified for ADA parking credentials, pursuant to applicable Florida Law.

**Employee** – For the purpose of these regulations, the term employee includes faculty, adjuncts, administrative and professional, USPS, full-time, part-time and OPS (non-student).

**False Registration** – Applying for or receiving a parking vehicle registration or decal by showing or giving false information or by any other fraudulent means.

**Holidays** – Official State of Florida holidays only. Academic breaks and weekends are not considered as holidays.

**Immobilize** – To lawfully attach a mechanical device (boot) to the axle of a vehicle so as to render it inoperable.

**Impound** – To tow a vehicle away from the place in which it is parked or to seize and hold it in legal custody.

**Loading/Unloading Zones** – Parking spaces/areas specifically designated for authorized vehicles making deliveries and pick-up.

**Motor Vehicle** – Two to three wheel motor operated vehicle. Includes all vehicles other than bicycles and mopeds.

**Motorcycles/Motor Scooters** – Includes all motor vehicles with two, three, or four wheels.

**Moped** – Two wheel motor operated vehicle. Includes all vehicles described in Section 316.003(77), F.S.

**Parking** – Any vehicle stopped on the side of the road, on the road, or off the road. The parked condition is not altered by occupancy, motor running, or by flashing hazard lights.

**Vehicle registration** – Authorization to park a vehicle on campus by receiving an appropriate vehicle registration for specified area(s). To park on campus, the vehicle must be registered with the Office of Parking and Transportation.

**Registrant** – The person who registers a vehicle with Office of Parking and Transportation.

**Reserved Space** – An individual parking space, appropriately marked for a particular individual or position.

**Restricted Area** – An area wherein a motor vehicle may not be parked unless it is properly registered for that area. Hours of enforcement is 24 hours per day/7 days a week. Vehicles parked on campus must bear the required University decal at all times.

**Service Drives** – Areas of campus which provide access for delivery vehicles, service and emergency vehicles.

**Student Classification** – A student's classification is established by the Florida A & M University Registrar; i.e.: Freshman, Sophomore, Junior, Senior, or Graduate Student.

**Student** – For the purpose of these regulations, the term, student, includes all persons enrolled with the University or in any of its sponsored special programs, day or night, full-time or part-time, regardless of the number of hours or days attending classes. For purposes of this regulation, full time University employees enrolled in classes are regarded as employees.

**DCSS** – Department of Campus & Security (Florida A & M University Police Department)

**OPT** – Office of Parking & Transportation (Department)

**Vendor/Contractor** – Any person/firm, other than an employee, that has entered into an agreement with the University to provide a service regardless of the length of the agreement. Each Vendor/Contractor shall register their vehicles at the vendor's cost.

**Visitor** – Any person who is NOT a member of the University community (i.e., non-employee, non-student, non-vendor). A visitor is one who comes to the University on official business for a limited period of time. Visitors are issued upon payment dated visitor vehicle registrations for periods not to exceed two (2) weeks if approved by Office of Parking and Transportation. These vehicle registrations authorize parking in designated areas only.

**Volunteer** – Any University approved person who is not receiving compensation (i.e. salary, stipend) for his/her services. All volunteers must be approved through University Human Resources and adhere to University Visitor regulations.

**Venom Express**—Student transportation throughout and around campus.

## **II. VIRTUAL VEHICLE REGISTRATIONS AND LICENSE PLATE RECOGNITION**

Florida A&M University OPT is utilizing virtual parking vehicle registrations for vehicles parking on its campus. We utilize license plate recognition hardware and software (LPR) for parking systems management.

### **Registration of Motor Vehicles**

Vehicles used by members of the faculty, staff, students, (full or part-time), concessionaire employees and others who park in non-visitor location on campus must be registered with the Office of Parking & Transportation during the first day the vehicle is on campus. Registration can be completed online at URL <http://www.famu.edu/parking> or at the Office of Parking & Transportation which is located at 2400 Wahnish Way.

### **Change in Virtual vehicle Registration Status**

Any employee requesting a change in virtual vehicle registration classification, i.e.: gated or reserved parking, shall pay the difference between the appropriate fee according to the classification currently in effect and the one being requested. Changes must be approved.

### **Deactivated Virtual Vehicle Registrations (Students Only)**

A student's virtual vehicle registration may be deactivated if the Transportation Access Fee is not paid for the current semester. Vehicles found on campus with a deactivated virtual vehicle registration, or multiple vehicles found on campus with the same virtual vehicle registration, will be ticketed and the vehicle is subject to immobilization and/or towing at vehicle owner's expense.

#### **What are Virtual Parking Vehicle registrations?**

Virtual Parking Vehicle registrations use your license plate information and a connected database to identify your vehicle rather than a traditional decal or hanging vehicle registration. Similar to the traditional parking vehicle registration, Students, Faculty & Staff can enter information such as home address, e-mails, phone numbers, and vehicle information (license plate number, make/model, color, etc.), and their SID or EMPLID online.

#### **What is License Plate Recognition (LPR)?**

License Plate Recognition (LPR) is a step forward in parking enforcement and management. Rather than issue a paper or metal vehicle registration, your vehicle's license plate is used as your parking credential.

#### **How frequently will parking lots and the garage be patrolled with the LPR technology?**

Each campus parking lot will be patrolled on a continuous, variable route. The routes will ensure each parking area is patrolled multiple times each day in order to provide consistent enforcement. In addition, traditional parking enforcement (e.g., law enforcement officers) will continue to be provided to monitor safety concerns.

#### **What happens if I enter my license plate number incorrectly when registering?**

Entering your vehicle information correctly is vital to the process. If you enter your vehicle information incorrectly (especially your license plate), you may be subject to enforcement. So, please double check your information to make sure it is correct to avoid a citation.

### **III. VEHICLE REGISTRATION REGULATIONS**

Florida A & M University employees and students must appropriately register their vehicle(s) based on their classification, i.e.: faculty staff or student, in order to park legally on campus. Florida A & M University employee/students who fail to register their vehicle shall forfeit all appeal rights for citations incurred and shall be subject to immediate immobilization and/or tow.

Vehicles used on campus by employees and enrolled students, regardless of the number of hours or days, night or day, full-time or part-time, must be registered.

#### **IV. PARKING REGULATIONS**

Parking rules and regulations must be adhered to at all times. Failure to do so may result in a citation, tow, or vehicle immobilization.

- No Parking on Yellow curbs. No Parking on Red curbs.
- Parking on or over a marked line is prohibited. Vehicles parked parallel to a curb shall be inside parking markers.
- Vehicles shall not be parked facing traffic in lots with angular parking and directional arrows indicating one-way traffic.
- When parallel parking, vehicles must be parked with the flow of traffic
- Vehicles shall not be parked in such a manner so as to obstruct vehicular/pedestrian traffic, wheelchair ramps, or interfere with normal university operational activities or to create a hazard. Vehicles parked in any such manner will be subject to immediate tow at owner's expense. This rule applies to golf carts, motorcycles, mopeds, and bicycles.
- Blocking or double parking is prohibited at all times.
- Parking on grass, with the exception of the lot on the Eugenia Street parking lot located on the corner of Gamble, Perry, and Eugenia, sidewalks, crosswalks, service drives, loading zones, designated on streets, except where specifically marked for parking, is prohibited and vehicles in violation shall be subject to a ticket and/or immediate tow or immobilization at owner's expense.
- Major mechanical repairs (i.e., engine overhauls, engine removals, brake or transmission work) to vehicles shall not be performed on campus.
- Unauthorized parking in reserved spaces is prohibited. Vehicles are subject to a ticket and/or immediate tow at owner's expense.
- Vehicles parked at the same multi-space pay station, unloading zone, (or other designated, timed parking spaces) will not receive more than two tickets for overtime violations in the same calendar day. Vehicles in violation of same are subject to immediate immobilization/towing.
- Students shall park according to University vehicle registration assignment 24 hours a day/7 days a week.
- Employees and students, regardless of vehicle registration designation, are to park in remote lots (Bragg Memorial Stadium, the Parking Garage, and the Osceola Gravel Lot on MLK South), whenever all other lots are occupied to capacity.
- All loading and unloading docks have thirty-(30) minute time limits. You must inform OPT upon arrival at the loading dock.
- Multi-space pay-stations on campus will be enforced 24 hours/7 days a week on vehicles without a current decal or vehicle registration.
- Vehicles must be parked "nose in" in all parking spaces. Backing into any space is prohibited and will cause the violating vehicle to be assessed the fee listed under Fine Code 22, as identified in Section XXIII (23), herein.

## **V. VISITOR/TEMPORARY PARKING VEHICLE REGISTRATIONS**

To legally park on campus, visitors are to park in a General Parking lot or at a multi-space pay station. Information can be obtained from the Office of Parking & Transportation at 2400 Wahnish Way or 850.561.2203. Use of visitor vehicle registrations by employees or students is prohibited and is considered false registration and will result in a \$100 citation. Neither employees, students, nor departments are authorized to manufacture or distribute any parking or passes.

Persons who are currently registered with OPT and are temporarily not in possession of their registered vehicle must contact OPT to register the alternate vehicle to park on campus. It is the vehicle owner's responsibility to inform the OPT if their license plate information changes. Failure to do so may result in a **Vehicle Not Registered** citation.

Upon request to, and approved by, the OPT, and with sufficient cause, vehicle registrations may be issued to park out of assigned area for extraordinary reasons, i.e.: temporary incapacitation.

## **VI. ADA PARKING**

Any staff member or student with a physical disability (temporary or permanent) which impedes walking may apply, with state certification, for a special ADA hangtag or vehicle registration. The University is authorized to assess an annual fee, as specified in Section XXII (22) herein, for reserved employee parking. Persons (employees and students) holding state-approved, ADA vehicle registrations must present the completed documents referenced to the University's Americans with Disabilities Act (ADA) Coordinator, located at 1700 Lee Hall Drive Suite 308, Florida A & M University, Tallahassee, FL 32307 or via telephone at 850-599-3076. Employees and students with such vehicle registrations shall be required to only register the appropriate permit to park (employee, reserved or gated) commensurate with their University affiliation. Registrants requiring use of wheelchairs are entitled to special ADA parking spaces. All spaces designated for the ADA are reserved twenty-four (24) hours a day.

Unauthorized vehicles parked in ADA spaces will be ticketed and are subject to tow. Holders of special ADA spaces are required to advise OPT when assigned spaces are no longer required. OPT/ADA is authorized to require additional supporting documents whenever it has reason to believe that the ADA registrant has engaged in improper conduct or fraudulent activity to secure vehicle registration for campus parking.

## **VII. TOWING/IMMOBILIZATION OF VEHICLES**

Vehicles are subject to being immobilized by a mechanical clamp or towed away at the operator's expense (including operators of state or university vehicles). All fines must be paid to a zero balance in order to receive a release form for the tow company or for the immobilization device to be removed. Towing/Immobilization may occur under any of the following conditions, all at owner's expense:

- Parking in reserved or ADA spaces.
- Disabled or abandoned vehicles left unattended for three (3) days or more and/or when the operator has not responded to a request by OPT or DCSS to move the vehicle.
- Whenever the vehicle is unregistered or is registered and has incurred three (3) or more citations, or citations totaling one hundred dollars (\$100.00) or more that have not been paid nor appealed after five (5) days of issuance.

- Obstructing vehicular or pedestrian traffic, ADA spaces or wheelchair ramps, interfering with University operational activities, or creating a hazard to persons or property.
- Registering a vehicle fraudulently.
- Vehicles that have been immobilized by a mechanical immobilization device for non-payment of citations may be towed at the owner's/operator's expense after forty-eight (48) hours. The owner/operator will be required to pay for all outstanding citations and the immobilization fee by cash, credit card with VISA or MasterCard logo or cashier's check. Any applicable towing charges are to be paid in cash (or by any other means acceptable to the tow truck operator) to the towing company prior to claiming the vehicle.
- The fact that a previously clamped vehicle has been removed from the area without authorization by the OPT or DCSS shall be proof of evidence that the registered owner/operator has tampered with the immobilized vehicle. Such an act will result in criminal charges.
- Any damage sustained to a vehicle during towing or immobilization activity by a contracted towing firm shall be the contracted towing firm's responsibility or the registrant/vehicle operator. Such damage shall not be the responsibility of the University.

**OPT uses Professional Towing located at 2233 Lake Bradford Rd, Tallahassee, FL 32310; (850) 576-4600 and Hobkirk Towing at 2301 Ronellis Dr, Tallahassee, FL 32310; (850) 224-6456. The Tow companies will not release your vehicle without the release form from OPT.**

### **VIII. MULTI-SPACE PAY-STATIONS**

All vehicle operators using a parking space regulated by a Luke II Multi-space Pay Station/Kiosk must deposit the proper money to occupy the space in accordance with instructions on the meter. Multi-space pay-stations are specified for designated use from visitors. We do not give change or refund. The Multi-space Pay Station are located at the Villages, the Welcome Center, the Hotel lot, and Wahnish Way. You will need to know your license plate number.

### **IX. REGULATIONS GOVERNING SCOOTERS, MOTORCYCLES, BICYCLES, AND MOPEDS**

Drivers of scooters, motorcycles, bicycles and mopeds, etc., are responsible for observing the same traffic regulations as those governing automobiles. Driving, riding, or parking scooters, mopeds, or motorcycles on grass, sidewalks or in the confines of a building is prohibited. It is unlawful for more than one person to ride at the same time, unless the vehicle is designed for and equipped with seating to accommodate each additional person. All two-wheeled motor vehicles must be registered. Motorcycles must be registered as other motor vehicles. Registration is based on the registrant's classification (commuter, resident, general, reserved or gated employee). Registered automobile owners who operate motorcycles on campus are required to register and purchased annually to legally park on campus.

### **X. USE OF STATE VEHICLES**

Persons operating state owned/leased/rented vehicles are to comply with University traffic and parking regulations. Violations resulting during operation of such vehicles will result in a citation issued and the employee operating the vehicle at the time of the citation's issuance will be held responsible for payment of same. Collection procedures applicable for non-state vehicle operators shall apply in such instances. OPT is authorized to ticket, tow or boot illegally parked vehicles owned/operated by University employees/students during the performance of University business.



## **XI. ENFORCEMENT**

**(A) Violations.** Failure to abide by any of the provisions of these regulations shall be considered a university parking infraction. The University may enforce university parking infractions through use of warnings, citations and fines, vehicle immobilization, towing and any other means authorized by statute at the vehicle owner's expense. The tow company sets their towing fees which may vary according to type of vehicle.

**(B) Enforcement hours.** The OPT enforces parking rules and regulations 24 hours/7 days a week. Parking in all other areas, including Executive, Administrative and ADA shall be observed and enforced at all times. Two citations per day will be issued for each violation in the same location on the same vehicle; however, in some cases, one vehicle may receive up to three (3) citations at a time if deemed necessary.

### **Schedule of Fines**

1.	No Decal	\$30.00
2.	Altered/Defaced Decal	\$35.00
3.	Unauthorized Parking	\$35.00
4.	False/Improper	\$100.00
5.	Overtime Parking	\$15.00
6.	Parking Out of Assigned Area	\$35.00
7.	Parking in Restricted Area	\$35.00
8.	Parking in Reserved Area	\$50.00
9.	Parking Over Lines	\$25.00
10.	Parking on Grass	\$35.00
11.	Parking Facing Traffic	\$20.00
12.	Parking on Sidewalk	\$35.00
13.	Parking Obstructing Traffic	\$25.00
14.	Parking in Service Area	\$25.00
15.	Parking in No Parking Zone	\$20.00
16.	Parking in Handicapped w/o decal	\$250.00
17.	Parking in Fire Lane	\$100.00
18.	Failure to Park Nose-In	\$15.00

**C. Late Fees.** If a university citation is not paid or appealed within five (5) days of the date of the citation, a one-time \$10.00 late fee shall be assessed in addition to the fine established for the violation. The assessment of the late fee shall not preclude the University from enforcing these regulations through alternative means such as preventing registration, withholding transcripts, withholding of diploma, towing and/or immobilizing the vehicle.

**D. Penalties for Failure to Pay Fines.** In addition to the assessment of a late charge fee, and other penalties as provided in this regulation, the following actions are available by the University:

- a. Disagreement with the Parking & Transportation rules and regulations
- b. Employee debt collection of outstanding parking fines from wages.
- c. Student debts may be referred to a collection agency.
- d. Prevent student registration.
- e. Withhold issuance of transcripts or degrees.

- f. Use of vehicle immobilizer, tow and/or impound the person's vehicle.
- g. Take other action as permissible pursuant to the University collection policy

**E. Responsibility for Citations.** The person who registers a motor vehicle with the Office of Parking & Transportation assumes responsibility for all citations issued to that vehicle. If the motor vehicle has not been registered with the Office of Parking & Transportation then the person(s) in whose name the motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles shall be held responsible for citations issued to the vehicle. Employees of FAMU operating state university vehicles and golf-carts shall be responsible for citations issued to such vehicle(s).

**F. Procedures for Payment of Fines and Appeals.** A person to whom a citation has been issued shall have five (5) business days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. If payment or request for an appeal is not received within the allotted time, a one-time \$10.00 late fee shall be assessed, and the University may take any authorized action to enforce the penalty.

**G. Payment of Fines.** Fines may be paid in person by credit card, money order, check (with copy of driver's license number), cash or through the Florida A&M University web site URL <https://famuparking.t2hosted.com/Account/Portal>. Alternatively, payments may be mailed to the Office of Parking & Transportation located at 2400 Wahnish Way, Tallahassee, FL 32307. All payments sent via mail should include Driver's License and citation numbers.

**H. Appeals Process and Procedures.** Appeals of citations for university parking infractions and towing/vehicle immobilization fees may be instituted by filing an appeal through the Florida A&M University web site URL <https://famuparking.t2hosted.com/Account/Portal> or at the Office of Parking & Transportation using the "Florida A&M University Office of Parking & Transportation CITATION APPEAL FORM". The completed Citation Appeal Form must include a current mailing address and email address where notices can be sent to and received by the Appellant. Completed Citation Appeal Forms will be forwarded by the Office of Parking & Transportation to an Appeal Hearing Officer for review and decision. Appeals should only be filed if a legitimate basis exists. The following reasons are not considered legitimate basis for filing an appeal:

- Ignorance of the regulations.
- Stated inability to find a parking space.
- Operation of the vehicle by another individual.
- Failure to issue citations previously for similar violations.
- Tardiness to class and/or appointment.
- Inability to pay fine.
- Received incorrect verbal information from a non-FAMU Parking and Transportation employee.
- Observing others illegally parked.
- Not paying for sufficient metered time

## **XII. APPEALS PROCESS**

Within five (5) working days of the date a citation has been issued, an appeal must be made in writing on the approved Appeals (FAM.OPT-4) to the OPT. Right to an appeal is forfeited five (5) working days from the date of the ticket. The written appeal will be reviewed and adjudicated based on the current Parking Regulations. The basis to divert from these regulations will depend upon a valid explanation of the offense, the time and place, or the defensible surrounding circumstances at the time of the citation.

Appeals will be with the OPT Appeals Mediator (OPT Director or designee). The OPT Director will review the appeal submitted and make a determination of innocence or guilt within fifteen (15) working days. The appellant will be notified in writing of the Director's decision.

## **XIII. UNIVERSITY EVENTS**

Any event held on campus, whether hosting internal or external guests, requiring the use of parking spaces, must be coordinated with the Office of Parking & Transportation. Pre-purchased virtual vehicle registrations are available through the online portal or contacting the OPT. Requests must be received seven (7) business days prior to the date of the event. The cost is \$5.00 per space for events hosted by the University and \$10.00 per space for non-affiliated entities. Staffing fees may be assessed on a case by case basis. If the event is cancelled, a cancellation fee may be assessed and all expenses incurred related to the event request will be collected.

All temporary directional signage used for events held on campus must adhere to the signage protocol established by the Office of Parking & Transportation. Please contact the Office of Parking & Transportation to order temporary directional signage at your cost. The Department also handles any event requests that require transportation, including golf cart and shuttles.

## **XIV. VENOM EXPRESS**

Transportation and Parking Services at FAMU is more than just on-campus transportation. The Venom Express Shuttle Service provides transportation to, around, and from campus to the surrounding Tallahassee areas of our campus for Faculty, Staff, and Students. You may download the FAMU App from your cellular app store to real time shuttle schedule.

### **HOURS OF OPERATION**

**Monday- Friday**

**6:30AM-10:30PM**

**Weekends**

**11:00AM-8:00PM**

**Please Note: Buses do not run when classes are not in session.**

**CONTACT US:**

**Office of Parking & Transportation**

**2400 Wahnish Way  
Tallahassee, FL 32307  
850.561.2203**

**OPT Cashier's Office  
850.561.2657 or 850.412.5615**

**OPT Research  
850.412.7641**

**Website: [www.famu.edu/parking](http://www.famu.edu/parking)**