



PUBLIC SAFETY DEPARTMENT

Parking Regulations

I. Purpose

Campus Parking at the University of Pikeville is a privilege, which entails certain responsibilities. It is the vehicle operator's responsibility to know and abide by the university's parking regulations as well as state and local laws. The following regulations have been established to ensure proper maintenance, control and use of all University parking facilities.

II. General Guidelines (Note: These guidelines are in effect 24 hrs a day, 365 days a year, including all holidays.)

A. Vehicle Registration

The University of Pikeville requires that all vehicles parked on campus be registered with the University of Pikeville Public Safety Department. To register your vehicle, you must complete a vehicle registration form by going online to <https://apps.upike.edu/permits/#/>, you will need a picture of the back of your vehicle with the license plate visible and readable. All vehicles must have a valid parking permit visible in the rear window at all times while parking on campus.

B. Parking on Campus

1. The lot located behind Derriana Hall is designated for visitors and reserved parking. This lot is **NOT** to be used by students (Resident or Commuter) or employees during business hours (Mon.-Fri., 7a.m. to 5 p.m.). These parking spaces are reserved for visitors who need short-term (one hour or less) parking.
2. The lots on campus are reserved 24 hours a day for "RESIDENT" permit holders ONLY. Commuter Student, and Faculty/Staff permit holders may park in the lower HPE parking lot, the Parking Garage, or on the streets surrounding campus.
3. Within the parking lots on campus are a few specific reserved spaces for staff and faculty, disabled parking, Future Bears, etc. These individual spaces are clearly marked with "RESERVED" signs. Violators will be ticketed and/or towed at the owner's expense.
4. There are three spaces near the Condit Hall lot marked for Food Court customers. Employees and students may NOT use these spaces, they are reserved for non-campus affiliated people visiting the food court.
5. All handicap parking on campus is reserved 24 hours a day for vehicles with a valid state-issued handicap parking placard. The placard must be displayed in the window and the owner of the placard must be present.
6. The lot located behind Allara Library is reserved for fleet vehicles, vendor parking, and reserved parking for staff.

C. Permit Guidelines

1. Permits Cost
 - a. Initial permits are included in the comprehensive fee, subsequent or replacement permits are \$10.
 - b. Cost for subsequent and replacement permits must be paid to the Business Office and a receipt emailed to _upikepublicsafety@upike.edu before permit issued. (include name and Student ID# in the email)
2. All University of Pikeville resident and commuter student permits are valid for one year beginning July 1 and expiring on June 30 of the next year.
3. All University of Pikeville Faculty/Staff parking permits are valid for 3 years beginning July 1 (or hire date) and expiring June 30 of the third year.

III. Penalties

A. General Policies

1. Vehicles without permits will be ticketed and subject to immobilization and/or towing at the owner’s expense.
2. Illegally parking – even for a moment – may result in a ticket from University of Pikeville Public Safety Department or the Pikeville Police Department.
3. If a vehicle is disabled, it is the responsibility of the operator to contact Public Safety **PRIOR** to receipt of any citation. (Notify Public Safety as soon as it is known that vehicle is disabled.)
4. All violations are the responsibility of the person registering the vehicle.
5. A paper copy of the citation may be issued to the vehicle (inclement weather may hinder ability to leave paper copy), the registered owner will receive an electronic copy via UPIKE email with instructions on how to pay or appeal the ticket.
6. Excessive violations will result in the loss of parking privileges.

B. List of Fines

Handicap Parking	\$100	Reserved Parking	\$50
Fire Lane	\$100	Immobilization Removal	\$50
Visitor Only	\$50	All Other Violations	\$20

C. Fines

1. Fines are added to the account of the person registering the vehicle.
2. Parking fines must be paid with cash, check, or credit card; they may not be deducted from scholarship or grant money
3. All fines are paid in the business office located in the Administration Building.

D. Towing/Immobilization

1. Vehicles not authorized to park on University of Pikeville property (no permit) will be subject to immediate towing at the owner’s expense 24 hours a day, seven days a week.
2. Vehicles receiving an excessive amount of citation (3 or more) may be subject to immobilization until the immobilization removal fee is paid.
3. Vehicles receiving an excessive amount of citations (5 or more) may be subject to loss of on-campus parking privileges and are subject to being towed at the owner’s expense.
4. Vehicles may be towed at the owner’s expense at any time, despite the number of previous parking citations, if the vehicle is blocking entrances or other vehicles and the registered owner cannot be reached in a reasonable amount of time.
(Once the tow truck has been called, towing fees will apply.)

IV. Appeals

- A. Parking appeals may be made online by going to <https://apps.upike.edu/permits/#/>
 1. Once on the above link please log in with your UPIKE log in credentials.
 2. Scroll to the bottom of the page and complete the appeal form.
- B. To be considered, appeals must be submitted within seven (7) days of the ticket being issued. Appeals received after day seven will not be considered and will result in a denied status.
- C. The University of Pikeville parking appeals committee meets twice a semester, once near mid-terms and again the week before finals.
- D. Appeals are not to be considered granted or denied until written notification received from the committee.
- E. No person sitting on the committee can appeal his/her own citation. They may elect to designate someone to sit on the committee while their appeals are heard.
- F. The committee's decision is final and cannot be appealed again.
- G. A student has the right to **ONE (1) PARKING CITATION APPEAL PER SEMESTER**, multiple appeals are not allowed.
- H. A student may appeal only on the following grounds:
 - a. The parking regulations were followed, and the citation was issued in error.
 - b. There is new and substantial information not previously considered.
 - c. The student witnessed or experienced bias or discrimination.
- I. Appeals will **NOT** be granted for the following reasons:
 - a. Disagreement with the fines
 - b. Inability to find a parking space
 - c. Failure to correctly display a parking permit
 - d. Failure to obtain a temporary permit
 - e. Failure to notice parking signs
 - f. Forgetfulness
 - g. Needing to park for only a short period of time
 - h. Not knowing the parking rules and regulations
 - i. Did not receive a copy of the citation on the vehicle. All violations are sent electronically to the registered owner of the vehicle.
 - j. Or any other circumstance determined by the appeals committee
- J. Appeals may be granted for the following reasons:
 - a. There is substantial evidence that the violation did not occur.
 - b. The violation occurred, but the circumstances were not under the registered owner's control, and;
 - i. Before receiving the citation, the registered owner made a demonstrable attempt to notify the Department of Public Safety of the situation, or
 - ii. The registered owner can produce written verification from a witness to the situation indicating the situation was so unusual it cannot reasonably occur again.
- K. Students are to clearly make their case in their written appeal, identifying for which of the above grounds they are appealing. If the written appeal does not meet one of the criteria noted above, the student will be notified in writing that the request for appeal is denied and the initial decision and sanction(s) will remain in effect. To be considered, written appeals should provide sufficient detail for the reason for the appeal; lack of sufficient information contained within a written appeal is grounds for denial.