

Parking Violation Definitions

This section defines parking violations, including hazard violations, meter violations and general violations. Copies of these violation definitions are available in the Parking Services Office.

Hazard Violation Definitions

- **Parking in a loading zone**
Only authorized vehicles are allowed to actively load and unload in loading zones.
- **Parking overtime in a timed area**
Authorized vehicles may occupy loading zones a maximum of 15 minutes. Vehicles may temporarily occupy loading zones in ungated permit parking areas for a maximum of 15 minutes. This is intended for students who need to load or unload heavy equipment, projects or packages.
- **Failure to display hazard (flashing) lights while in a loading zone**
Vehicles must have hazard lights on while loading and unloading.
- **Driving on campus grounds or walkways**
Only vehicles with special permission from the University Police are authorized to drive on campus grounds or walkways. Vehicles without special permission are not permitted to drive on campus grounds even if the gate poles are in the down position.
- **Driving in excess of campus speed limit or in a manner likely to endanger life or property**
The campus speed limit is 15 miles per hour.
- **Parking motorcycles or vehicles in buildings or at bike racks**
Motorcycles are characterized as anything that uses gasoline.
- **Parking in driveways / yellow curbs**
- **Parking vehicles in an unsafe manner**
Vehicles parked on a grade should have the emergency brake set. Keys should never be left in the ignition of a parked vehicle.

Meter Violations

- **Failure to pay the meter fees.**
There is no grace time allocated on expired meters. If meters are not working properly, please report to Parking & Transportation Services immediately.

General Violations

- **Parking in a lot other than the one designated by permit**
The only exceptions to this violation are:
 1. employees with off-campus permits who may park in the East Campus Garage, Dithridge Street Garage or at 6555 Penn Avenue (see Policies: Off-Campus Employee Parking)
 2. permit holders complying with procedures during a snow emergency (see Policies: Snow Emergency).

- **Improper parking and failure to park within lines**
Improper parking includes parking compact vehicles in full-size spaces when compact spaces (designated with "C" in the Morewood Gardens lot, designated with "Small Cars Only" in the East Campus Garage) are available and parking full-size vehicles in designated compact spaces.
- **Parking without proper display of permit**
Parking Services requires all permit holders to display the permit hang tag on the rearview mirror of the vehicle. There will be a one-time grace given for permit holders not displaying their hangtags. After the one-time grace, a ticket will be issued.
- **Failure to report campus accidents to University Police**
- **Performing non-emergency maintenance on vehicles in Carnegie Mellon parking areas**
- **Parking in reserved parking spaces**
Only authorized vehicles may park in reserved spaces, such as the spaces at the University Center, Fraternity and Sorority parking areas. These are enforced 24 hours a day, 7 days a week and violators will be towed.
- **Destruction or theft of parking property**
This may be subject to enforcement as parking violations and/or as related.
- **Theft of parking services**
It is a violation to manufacture or alter any parking permit, document or devices that provide eligibility to park on campus. Permits will be confiscated without refund and violators will lose parking privileges. Anyone found using an illegal permit will be prosecuted.

Transfer of a parking permit is illegal and will result in a fine and the permit will be confiscated and loss of lose parking privileges.

- **Unauthorized removal of an immobilizer**
This may be subject to enforcement as parking violations and/or as related.
- **Parking along the side of yellow curbs**
- **Use of improper or fraudulent means to obtain or exercise parking privileges and similar actions**
This may be subject to enforcement as parking violations and/or as related.

After Hours parking in the East Campus Garage Violation

- **All non-permit holder vehicles must exit the East Campus Garage by 5:30 a.m.**

Disability/Handicapped Parking Violations

- **Parking in a Disabled space or area**
Vehicles occupying disabled parking spaces must display proper registration such as a hang tag and disabled license plate or a temporary disabled permit. Due to the severity of this violation, the fine for this violation will not be reduced and is non-appealable.

Fire Lane Violations

- **Parking in marked Fire Lane Areas**

There are Fire Lane Areas by Mudge, Roselawn Terrace, Hill Dorms, Hamerschlag Hall and Mellon Institute

Parking Violation Enforcement

This section explains the university's enforcement policies, including ticketing and fines and, if necessary, immobilization or external enforcement (i.e. towing). Copies of these enforcement policies are available in the Parking Services Office.

Internal Enforcement

1. Fines and Penalties

- a. Hazard violations are subject to a \$75 fine and vehicle towing.
- b. Meter violations are subject to a \$30 fine and immobilization for repeated or unpaid fines.
- c. General violations and East Campus Garage violations are subject to a \$40 fine and, if needed to ensure enforcement, immobilization.
- d. Disabled/Handicapped violations are subject to a \$200 flat fee and vehicle towing. Due to the severity of this violation, this fine will not be reduced and is non-appealable.
- e. Violations adversely affecting the parking service and the university are subject to a minimum \$100 fine, payment for property loss or damage, loss of parking privileges, disciplinary action, legal action and other measures as decided by the university.
- f. Fire Lane violations are subject to a \$100 fine and vehicle towing.

2. Vehicle Immobilization

- a. Immobilized vehicles will not be released until all fines and boot fees (immobilization fees) have been paid.
- b. The boot fee for the first immobilization is \$100. Boot fees increase by \$50 increments with each immobilization. Fines and fees may be deducted from a Student Account. Parking Services accepts MasterCard/Visa and cash as methods of payment.
- c. A vehicle will be immobilized upon receiving a fourth citation (regardless of the 5 days to pay the reduced amount) unless the owner is in the appeal process.
- d. After the first immobilization, a second immobilization could result in towing of your vehicle within 30 days. If your vehicle is immobilized more than three times in 12 months it will be towed at the owner's expense. After the second offense, the vehicle will be towed.
- e. Each day a vehicle is immobilized, it will receive a violation. After three days, the vehicle will be towed at owner's expense.
- f. Once a vehicle is immobilized, tickets cannot be appealed.
- g. Unauthorized vehicles parked in reserved spaces will be towed.

3. Vehicle Towing

The towing of a vehicle may occur when the following circumstances occur

- a. The vehicle is parked in violation of posted signs
- b. The vehicle is blocking a fire lane or hydrant
- c. The vehicle is blocking a roadway, drive or loading dock
- d. The vehicle is creating a real or potential safety hazard
- e. The vehicle has unpaid parking citations
- f. The vehicle is using a revoked, altered, expired or stolen parking permit

A vehicle may also be towed when it is parked in a usually unrestricted area however signs have been posted in advance which limits or prohibits parking in the area. It is the driver's responsibility to obey the signage. If your vehicle is towed, please call Craig's Towing at (412) 681-7007. Additional fees may be incurred and are the responsibility of the vehicle owner.

External Enforcement

The university prefers to control parking violations by internal means. However, repeated violations, hazard violations and non-permit violators may be handled as outlined in the Pennsylvania Motor Vehicle Code:

- Section 3353 B: No person shall park or leave unattended a vehicle on private property without the consent of the owner or other person in control or possession of the property, except in the case of emergency or disablement of the vehicle, in which case the operator shall notify the Parking Services Office and arrange for the removal of the vehicle as soon as possible. When the Parking Services Office is closed (after 5 p.m. on weekdays, Saturdays and Sundays), please notify P&TS Parking Security Officers at (412) 216-2054.
- Section 3353 C: Property owner may remove vehicle. The owner or other person in charge or possession of any property on which a vehicle is parked or left unattended in violation of the provisions of subsection B shall have a lien against the owner of the vehicle in the amount of the reasonable value of the cost of moving the vehicle.

Payment and Appeals

This section explains payment and appeal procedures. Copies of these procedures are available in the Parking Services Office.

Fine Payment

1. Students identified with outstanding parking citations will have the fines automatically deducted from their student accounts before Commencement.
2. Faculty and staff identified with outstanding parking citations will not have their application included in the parking allocation process until all fines are paid.
3. Parking & Transportation Services accepts MasterCard/Visa, cash and checks (with a valid ID) as methods of payment. Checks must be made payable to Carnegie Mellon Parking & Transportation Services and include the violator's name, address, driver's license number and telephone number.

Payment must be sent to the Parking & Transportation Services Office at 5000 Forbes Avenue, University Center, LL 88 Pittsburgh, PA 15213 or delivered to the Parking & Transportation Services Office located in the University Center. After 5 p.m., payments can be dropped through the door mail slot in the East Campus Garage office.

1. If the fine is paid within 5 business days of the violation or receipt of an "Appeal Denied" notice, the fine is reduced to one-half the fine amount (except for Disability/Handicapped Parking Violations). After one week, unpaid fines are subject to other university collection measures.
2. Any unpaid fines or other monies owed to Parking & Transportation Services must be paid to ensure the permit application will be included in the allocation process.

Appeal Procedure

1. Payment for the citation is not required during the appeals process.
2. Only the person cited can appeal the citation.
3. All appeals must be done via our online system at <https://parking.campuservices.cmu.edu/> (<https://parking.campuservices.cmu.edu/>).
4. The appeal must be submitted to Parking Services within 5 business days of the violation. If the deadline is not met, the appeal will not be eligible for review and the right to an appeal will be forfeited.
5. Decisions will be based on the explanation. The specific problem and remedy sought must be stated and any circumstances supporting the appeal must be fully explained.
6. If the citation is found to be in error, Parking Services will take the appropriate action and void the citation.
7. Handicapped/Disabled Parking Violations, Fire Lane Violations, driveway and yellow curb violations cannot be appealed.

Parking Hearing Board of Appeals

The Parking Hearing Board of Appeals was created to hear appeals from members of the campus community who received citations and were denied the initial appeal. During the year, the Parking Hearing Board of Appeals will conduct regular meetings to hear all appeals not previously settled by Parking Services. The Parking Hearing Board of Appeals is comprised of representatives from the Parking Advisory Board. The Parking Advisory Board has representatives from Faculty Senate, Staff Council, EEO/AA Office, Student Government and the Graduate Student Association.

1. Payment for the citation is not required during the appeals process.
2. Only the person cited can appeal the citation.
3. The appellant may re-appeal to the Parking Hearing Board of Appeals if the initial appeal was denied by Parking Services (the appellant must re-appeal within 5 business days of receiving the "Appeal Denied" notification).
4. All appeals must include the appellant's university ID number (typically the appellant's social security number) to properly identify the account.
5. If the deadline is not met, the appeal will not be eligible for review and the right to an appeal will be forfeited.
6. Decisions will be based on the explanation. The specific problem and remedy sought must be stated and any circumstances supporting the appeal must be fully explained. Supporting documentation provided by the appellant may supplement the Parking Hearing Board of Appeals Form.
7. The appellant must attend the hearing in order for their case to be heard. Appellants may briefly state their case (5 minute maximum). If appellants indicate that they will attend, agree to a scheduled time, but do not show, then the case is forfeited.
8. The identity of the appellant will be kept confidential and only known to the Parking Hearing Board of Appeals membership.
9. The Parking & Transportation Services Manager will provide the decision made by the board in writing to each appellant within 14 business days of the hearing.
10. If the citation is found to be in error, the Parking Services Office will take the appropriate action and void the citation. Otherwise, the appellant is responsible for paying the citation. If appeal is denied, payment is required within 5 business days at one-half the fine amount. If payment is not received within the allotted time, the full amount of the fine is required.
11. The decision of the review panel is final.