USC TRANSPORTATION

RULES & REGULATIONS HANDBOOK

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INTRODUCTION

Purpose

The provisions of this University of Southern California (USC) Transportation Rules and Regulations Handbook (hereinafter, "Rules and Regulations" or "Rules") have been created and adopted for the purpose of promoting the safe and orderly movement of traffic and the safe and orderly parking of vehicles within any of USC's campuses and/or any other USC-owned properties (collectively, "USC") that are regulated by USC Transportation.

Knowledge of these Rules and Regulations

All persons who enter into a parking contract with USC (by purchasing any monthly, semesterly, or annual permit, and/or a day-use pass, as well as any others who enter a USC-owned facility or campus with the intent to park their vehicle for any length of time) are expected to have knowledge of and comply with the provisions of these Rules and Regulations, and may be subject to penalties for violations of such. Participation in the USC parking program is allowed solely at the discretion of USC Transportation. Suspension or revocation of parking privileges may result if circumstances are warranted, at the sole discretion and judgment of the Director of USC Transportation.

Restrictions

Parking at USC is limited to specifically designated areas and times as set forth by these Rules and Regulations. Faculty, staff, students and visitors to the University agree to be bound to this document in exchange for permission to park on campus or other USC facility as permitted herein. Vehicles parked in violation of these provisions may be subject to citation, immobilization, and/or impound.

Contact Information

Questions/comments regarding any provisions of these Rules and Regulations should be directed in writing to:

Associate Director or Director
USC Transportation

via any of the following means:

Mail:

620 West McCarthy Way, PSX-110
Los Angeles, CA 90089

Fax:

213-740-7301

Email:

auxtrans@usc.edu

Section 1: DEFINITIONS

Unless the provision itself or context otherwise requires, these definitions shall govern the construction and application of these Rules and Regulations.

(1.1) **Blue Zone**. A parking area restricted for use by vehicles displaying a valid Disabled Person's hanging placard or license plate issued by any U.S. state Department of Motor Vehicles. **NOTE:** users must **also** display a valid USC permit or pass at all times. See Sections (2.3.1), (2.3.1.a) and (2.3.3.b) for more information.

(1.2) **Boot** or **Booting**. Application of a locking device by USC Transportation for the purpose of immobilizing a vehicle, typically as a result of the vehicle having multiple outstanding unpaid minor citations or any single major violation. See Section (1.9) below for additional information.

(1.3) **Citation**. A ticket issued for a violation of these Rules and Regulations. Citations carry individual fines which may be compounded by penalties if not paid in a timely manner. Multiple unpaid citations may result in your vehicle being immobilized and/or impounded.

(1.4) **Commuter**. Any faculty/staff member or student who drives or uses other means of transportation to get to/from either USC campus and who does not live in a USC Housing building/complex.

(1.5) **Double-parking**. The violation created when you park your vehicle in a manner that prohibits normal access to an adjacent parking space. Being behind, directly on, or over marked space lines does not by itself indicate double parking or lack thereof, it is in the judgment of the citing officer as to whether your vehicle is blocking normal access to an adjacent space.

(1.6) **Electric Vehicles (EVs)**. Any of the commercially available fully-electric or hybrid-electric vehicles sold by major car companies that offer greater MPG and/or reduced emissions as compared to standard gasoline-powered vehicles. Does not include University electric utility carts, golf carts, GEM vehicles, etc.

(1.7) **Emergency / Red Zone**. A curbside area reserved at all times for use by officially marked emergency vehicles **only**, designated by red paint, stenciling, and/or signage.

(1.8) **HSC / Health Sciences Campus**. The main medical campus of USC, located approximately seven miles east of downtown Los Angeles.

(1.9) **Immobilization**. Act of applying a boot to a vehicle by USC Transportation for the purpose of rendering it undriveable. Vehicles may be immobilized if they are determined to have multiple unpaid citations for minor violations (e.g., No Valid Pass/Permit Displayed), or for any single major violation (e.g., Forged or Altered Permit). The fee for the immobilization alone is $100, and all additional outstanding fines and fees must also be paid in full before an immobilized vehicle can be released.

(1.10) **Impound**. The confiscation and storage of a vehicle at a location designated by USC Transportation until such time that the registered owner or his/her designee pays all fines and related costs in order for it to be released.

(1.11) **Loading / Yellow Zone**. An area designated by yellow paint, stenciling and/or signage, where stopping or parking is only allowed for the purpose of loading or unloading passengers or freight for the time limit specified. A specific USC Vendor permit is required to park for any length of time in all loading zones.

(1.12) **Normal / Regular Parking Spaces**. Parking spaces that have no designation, reserved status, signage, or any other indication that they are special in some way. Essentially, the opposite of a reserved space or any color-coded parking area. The overwhelming majority of parking spaces in the USC Transportation inventory are normal parking spaces, available on a first-come, first-served basis by anyone who has a valid parking permit or day-use pass to park in that location.

(1.13) **Off-Campus**. Located anywhere other than on-campus, as defined in Section (1.14) below. Herein, refers specifically to USC-owned parking lots and structures (e.g., the Parking Center, Century Parking Lots, Lot C), but may also refer to USC Housing owned/operated buildings and complexes (e.g., Century Apartment Complex, Troy Hall, Centennial Apartments). May also be used contextually regarding HSC, but primary usage will be for UPC.

(1.14) **On-Campus**. Located within the established campus boundaries of University Park Campus, as defined by USC maps on the main University webpage (www.usc.edu). Herein, refers specifically to USC-owned parking lots and structures (e.g., PSA, PSX, Lot 2), but may also refer to USC Housing owned/operated buildings and complexes (e.g., Parkside IRC, Birnkrant Apartments, South Residential Complex). May also be used contextually regarding HSC, but primary usage will be for UPC.

(1.15) **Park / Parking**. To stop or allow to stand, any vehicle, for any length of time, whether such vehicle is occupied or not. Parking at USC is governed by these Rules and Regulations, and administered by staff in USC Transportation.

(1.16) **Parking Lot / Lot**. An open-air surface parking area, either on- or off-campus.

(1.17) **Parking Pass / Pass**. Daily parking permission slip purchased from and provided by attendants at one of USC's campus vehicle entrances. Typically purchased directly by campus guests or visitors, or pre-purchased for and provided to guests by the department they are visiting.

(1.18) **Parking Permit / Permit**. Any monthly, semesterly, biannual, or other fixed-term permit granting the purchaser the right to park in a specific parking lot or structure, at specific times. Typically purchased by faculty, staff, and students. There are many different classifications of permits, each of which has specific guidelines regarding their use. See Section 3, "All About Parking Permits," for more information about specific permit types.

(1.19) **Parking Structure / Structure**. Multi-story parking facilities consisting of alternating flat sections and ramps. Structures typically provide for a number of handicapped, carpool, electric vehicle, and reserved parking areas, as well as an abundance of normal parking spaces.

(1.20) **Registered Owner**. The person to whom a vehicle is legally registered with the Department of Motor Vehicles. Notifications regarding vehicle citations will always be sent to the Registered Owner **unless** the Registered Permit Holder links the vehicle to their USC Transportation parking account, in which case information is mailed to their local address or emailed instead.

(1.21) **Registered Permit Holder**. The person to whom a valid parking permit has been issued by USC Transportation. May or may not also be the Registered Owner of the vehicle, as described in Section (1.20) above. For example, it is often the case that a student is the Registered Permit Holder while one of his/her parents is the Registered Owner of a vehicle.

(1.22) **Reserved Spaces**. Parking spaces designated and identified by the presence of posted signs, curb markings, parking space markings, and/or similar devices commonly used to indicate special motor vehicle parking areas. With the exception of carpool spaces, all other reserved spaces are reserved **at all times** for the person who paid for that specific space, or the category of vehicles for whom the space is reserved. They cannot be used at any time by anyone not possessing a specific "Reserved Space" permit for that type of space. See Sections (2.3 – 2.3.6) for more information.

(1.23) **USC Transportation**. The USC Transportation office, located in PSX on the UPC campus, or the KAM building on the HSC campus, or any authorized designee/employee thereof.

(1.24) **UPC / University Park Campus**. The main campus of USC, located approximately two miles south of downtown Los Angeles.

(1.25) **Vehicle**. Any motor-driven means of transportation powered by gasoline, propane, electricity, or other fuel, including all manner of cars, vans, SUVs, motorcycles, motor scooters, mopeds, electric vehicles, and golf carts.

(1.26) **Violation**. The taking of any action forbidden or failure to perform any action required by these Rules and Regulations. Violations typically subject your vehicle to citation, immobilization, and/or impound.

Section 2: GENERAL GUIDELINES

This section covers the majority of general parking rules and regulations that apply to most everyone under normal circumstances.

(2.1) **Adherence to these Rules and Regulations**. No vehicle shall be stopped, left standing, or parked on USC property except in conformance with these Rules and Regulations. Observe all posted signs at campus entrances, lot or structure entrances, and/or individual parking spaces, as applicable. Failure to familiarize yourself with these Rules and Regulations does not exempt you from them. Parking in a manner that violates these Rules and Regulations may subject your vehicle to citation, immobilization, and/or impound.

(2.2) **Everyone pays for parking**. Parking at USC is not free. Every faculty/staff member, student and visitor, to any of our campuses or facilities, is required to pay for parking (or, if a visitor, have parking prepaid and arranged for in advance by the department they are visiting). This rule applies and may be enforced 24 hours a day, 7 days a week, including nights, weekends, and holidays. All persons parking in USC-owned parking lots/structures must display a valid parking pass or permit at all times, or their vehicle may be subject to citation, immobilization, and/or impound.

(2.2.1) **Commencement Day exception**. Annually, an exception to this rule is made on Commencement Day (main UPC ceremony only), typically the second or third Friday in May, when regular on-campus and off-campus structure parking is provided to all guests free of charge. All other rules are still in effect on Commencement Day, including those related to Reserved spaces, Handicapped spaces, Fire Lanes, etc. Please refer to the University main website (www.usc.edu) for the exact date annually.

(2.2.2) **G.I.F.T. Program exception**. In cooperation with the USC Department of Public Safety, USC Transportation coordinates the G.I.F.T. (Group Initiative For Theft-prevention) Program, which provides free parking in specific parking structures on both the UPC and HSC campuses during the Thanksgiving Break and over Winter & Spring Breaks. See Section (3.5.1) for more information.

(2.3) **Reserved Spaces**. Unless otherwise noted herein or specifically marked on the space itself, spaces marked as "Reserved" parking spaces are reserved at all times, 24 hours a day, 7 days a week, for the person or department who paid a premium to purchase that specific parking space, or for the specific category of vehicle described herein (e.g., Red Zones are for emergency vehicles **only**). Unless you purchased a specific "Reserved Parking" permit for a single dedicated space, do not park in any reserved space, at any time, for any duration of time, for any reason whatsoever. If you do, your vehicle may be subject to citation, immobilization, and/or impound.

NOTE: If you are visiting campus as a guest of a department that made an online reservation for you, that does NOT mean you can park in a space marked "Reserved." Departmental reservations allow you to use any available normal parking space.

Descriptions of various specialty reserved spaces appear in Sections (2.3.1 – 2.3.6) on the next two pages.

(2.3.1) **Blue Zones**. Blue zones or handicapped access spaces are reserved at all times for vehicles displaying a valid Disabled Person's placard or license plate issued by any US state Department of Motor Vehicles (DMV). USC does not issue handicapped placards; they are only available through the DMV.

NOTE: Displaying an ADA placard or license plate alone **does not by itself** grant permission to park at USC. The vehicle must ALSO display a valid day-use pass or any USC Transportation permit at all times in order to use handicapped spaces. USC operates similarly to Disneyland, L.A. Live, or any other private entity that provides parking to the public; ADA spaces are provided for disabled persons' use, but they are not provided for free. Everyone pays to park at USC.

(2.3.1.a) **USC Housing Blue Zone Restrictions**. Many off-campus USC Housing buildings or complexes with dedicated parking areas also provide ADA spaces for residents of that specific building or complex. They are reserved **ONLY** for residents of that building. As such, vehicles parking in those spaces must display a DMV-issued handicapped placard or license plate **and** a USC Transportation parking permit for that specific building or complex. Vehicles parked in ADA spaces in USC Housing building or complexes without a parking permit for that specific location will be cited for parking in an incorrect area.

(2.3.2) **Carpool spaces**. Carpool spaces are reserved spaces between the hours of 7:00am-5:00pm weekdays, and then **only** for vehicles formally registered in USC's carpool program and displaying a valid USC Carpool permit, and approved vanpool vehicles in an approved, marked van. Wall and/or ground signage will indicate which areas or rows within lots/structures are designated as carpool spaces. Between the hours of 5:00pm-7:00am weekdays and all day on weekends, these spaces may be considered "normal" spaces, and anyone with a regular day-use pass or permit may park there. Please refer to our website at www.usc.edu/parking for more information regarding applying for the carpool program.

(2.3.3) **Metered / Time Zone spaces**. Metered parking areas and time-restricted parking areas may be enforced at all times, 24 hours a day, 7 days a week, including holidays. Displaying any valid USC parking permit or day-use pass does NOT allow you to park at a meter or in a time-restricted area without depositing coins or using a credit card to purchase time. In various locations (e.g., the Soto Lot on HSC campus), Parkmobile stations are also available for your convenience. These stations allow you to add time to your space remotely via your cell phone or computer (prior registration at www.parkmobile.com required). Parking at any meter or in a time-restricted area without purchasing time, or allowing the time for your paid space to expire at any time, for any length of time, may subject your vehicle to citation, immobilization, and/or impound. If you discover a meter or time-restricted space machine is inoperable, do NOT use it; find alternate parking and report the broken machine to the nearest entrance attendant.

(2.3.3.a) **Metered / Time Zone space exception #1**. With ANY valid USC parking permit (NOT a day-use pass), *with the exception of an HSC Valley Lot permit,* you may park for up to 2 hours in the Soto Lot Parkmobile area free of charge. If you need to stay longer than two hours, you may do so without moving your vehicle, but you need to start depositing coins or otherwise paying for time. Please do not try to circumvent the system by moving your vehicle to a different space in an effort to gain two more hours of free parking.

(2.3.3.b) **Metered / Time Zone space exception #2**. If you are a **guest** to UPC campus and are displaying a valid Disabled Person's placard or license plate issued by any U.S. state Department of Motor Vehicles, you may park at street meters on-campus at UPC free of charge.

NOTE: USC faculty/staff members and students with state-issued disabled placards may **NOT** park at street meters at any time without paying, even while displaying ADA placards.

(2.3.4) **Loading / Yellow Zones**. Loading/Yellow zones are designated for the immediate loading or unloading of passengers or cargo only. They are reserved for Vendor use, and specifically require a Vendor Permit or Vendor Pass at all times. Vendor day-use passes are available at any of the manned entrances to the University, and are valid for one hour from the time of issuance. If you require more time, you may park in either available off-campus parking structure (PS2, University Parking Center) beyond the one-hour time limit using the same Vendor Permit or Pass. Departments may also purchase monthly or annual vendor passes for their regular vendors; please contact us at 213-740-3575 for more information.

(2.3.5) **Emergency / Red zones**. Emergency/Red zones are reserved **at all times** for officially marked emergency vehicles ONLY (e.g., fire department, police department, DPS vehicles). Do not park in an Emergency/Red zone, for any length of time, for any reason, unless specifically directed to do so by USC Transportation, the Department of Public Safety or any other emergency response personnel. This rule also applies to parking within 15 feet of a fire hydrant, *whether or not the hydrant itself is in a red zone*.

(2.3.6) **Electric Vehicle (EV) Charging spaces**. USC Electric Vehicle (EV) charging spaces are equipped with ChargePoint electric charging stations and are reserved **at all times** for the specific purpose of charging name-brand, commercially-sold, fully-electric or hybrid-electric vehicles (NOT campus golf carts or other service vehicles).

NOTE: Since charging stations are limited in number, vehicles parked there must be plugged into the charging station / actively charging at all times, or they may be cited for parking in a Reserved Space *even if they are an electric vehicle and/or have an EV permit*. If any parking space at USC happens to be within reach of a standard three-prong electric wall outlet, said outlet may **NOT** be used to charge your vehicle; the ChargePoint EV charging stations are the <u>only</u> approved places to charge an electric vehicle on campus. All EV charging spaces are available on a first-come, first-served basis. See Appendix 3 "Electric Vehicle Charging Regulations / Charging Station Locations" for additional information.

(2.4) **Other "No Parking" zones**. Parking is only authorized in specific parking spaces or in designated parking areas as described herein. In addition to the guidelines listed in Sections (2.3 – 2.3.6) above, vehicle parking is prohibited in any of the following places, for any length of time: on mallways (e.g., Trousdale Parkway, Childs Way), on sidewalks, blocking handicap access ramps, on any grassed area or athletic field, in multiple parking spaces at once or in a way that prevents others from using an adjacent space, in courtyards, blocking automatic exit or entrance gates, in a space too small for an oversized vehicle, etc. Parking in any of these places or in any manner prohibited, or anywhere else not listed above but clearly not intended specifically for parking, may subject your vehicle to citation, immobilization, and/or impound.

(2.5) **Display passes / permits properly**. All passes/permits must be displayed properly in order to be valid. Failure to display any pass or permit correctly, *even if the pass/permit itself is valid*, may subject your vehicle to citation, immobilization and/or impound. Proper permit display guidelines are detailed in Sections (2.5.1 – 2.5.3) below.

(2.5.1) **Hanging (transferrable) permits**. All transferable hanging permits (faulty / staff / temporary parking / vendor / carpool permits) must be hung from the vehicle's rear-view mirror at all times, with the permit information facing outward. All permit information must be readable from the outside of your vehicle. Do not hang any other items on your rearview mirror that may obstruct the permit information.

NOTE: If your rearview mirror stem is too large to accommodate a hanging placard, you may request to exchange it for a window sticker permit for your vehicle. **DO NOT** simply place your hanging permit on your dashboard; doing so may subject your vehicle to citation for invalid permit display, especially if the permit information is not visible to the citations officer.

(2.5.2) **Window (sticker) permits**. All window sticker permits (students) must be completely affixed, right-side up, to the bottom corner of the front windshield on the driver's side, solely by the adhesive on the permit issued. No tape or additional adhesive of any kind may be used. Partial application is also not permitted.

(2.5.3) **Day-use (display) passes**. Single day-use passes are only valid until midnight on the date on which they are issued. Day-use passes must be placed face-up on the driver's side of your vehicle's dashboard in a manner that allows the information on the pass to be read from outside the vehicle.

(2.6) **Do not sleep in your vehicle**. No one is allowed to stay overnight in, live in, or store any vehicle, trailer, mobile/motor home, etc. on any USC street or parking lot/structure. If you are observed or suspected of sleeping in your vehicle, we retain the right to enter your vehicle by any means necessary to perform a safety check if an officer cannot wake you from outside your vehicle.

(2.7) **What to do if you can't find a spot to park**. A fact of our existence at USC is that there are not enough parking spots available to meet the demand for those spaces. If you cannot find a spot in your designated lot/structure, please speak to a Customer Service Representative at any campus entrance, and they will direct you to the nearest place with availability for you to park. This may require issuance of a day-use pass on your behalf (at no additional cost to you) and may also require you to be farther from your destination than usual/expected. We thank you in advance for your understanding and cooperation.

(2.8) **No liability created**. Any vehicle parked, operated, or driven on campus shall be solely at the risk of the owner/operator. USC assumes no liability or responsibility whatsoever for any damage to or theft from any vehicle parked at or driven onto any USC-owned campuses or facilities, unless such damage is the direct result of the actions of a University employee (e.g., your vehicle is struck by a campus vehicle being operated by an authorized user). Acceptance of parking privileges (e.g., purchasing a day-use pass or permit) or any other USC Transportation permission constitutes owner/operator agreement to hold USC blameless for any loss or damage to your vehicle, and its accessories, attachments or contents, as a result of fire, theft, vandalism, collision, or any other cause.

(2.9) **Accident reporting**. The driver of any vehicle involved in an accident on USC property resulting in injury or death to any person, damage to the property of any person or any damage to University-owned property shall, in addition to making any other reports required by the California Vehicle Code, within twenty-four (24) hours report such accident to the USC Department of Public Safety by calling their non-emergency phone number: 213-740-6000. Emergencies on USC property should be reported to the USC Department of Public Safety by calling their emergency phone number: 213-740-4321, and/or by calling 911.

(2.10) **Abandoned vehicles**. Any vehicle that is not in operable condition or is stored without the expressed written permission of the Director of USC Transportation may be considered abandoned under the applicable section(s) of the California Vehicle Code.

(2.10.1) **Disposal**. Any vehicle determined to have been abandoned anywhere on USC property may be immobilized or impounded at the owner's expense and if not claimed, may be disposed of by sale, donation, junking, or dismantling, in accordance with the provisions of the California Vehicle Code (22651). The process for declaring and removing an abandoned vehicle begins with the attachment of the 72-hour notice and ends with the 30-day waiting period which commences upon towing of the vehicle. During this 30-day waiting period, efforts will be made to contact the registered owner of the vehicle in question to determine vehicle retrieval options. The vehicle will be disposed of pursuant to the methods described in this section at the conclusion of the 30-day waiting period if the vehicle remains unclaimed and/or the registered owner cannot be contacted or fails to respond to the abandoned vehicle notification.

Section 3: ALL ABOUT PARKING PERMITS

(3.1) **Entitlements**. A University parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type if: a) space is available, b) the permit is properly displayed, and c) the vehicle is parked in accordance with these Rules and Regulations. Categories of University Parking Permits and eligibility are determined solely by the Director of USC Transportation. Information regarding the process of purchasing a permit, as well as the specific categories and prices thereof, is available on the USC Transportation website (www.usc.edu/parking).

(3.1.1) **Space is NEVER guaranteed**. Possession of a valid USC Parking Permit (other than a Reserved Space Permit) does **NOT** provide a guarantee that you will be able to park in your designated area at all times. Parking at USC is extremely limited, and accommodations for special events, football game days, Commencement, departmental parking reservations, construction activity, etc. may prevent your normal parking lot/structure from being available to you. If you can't find a spot to park in your normal facility, please follow the guidelines described in Section (2.7) of these Rules and Regulations.

(3.1.2) **Your parking permit must be linked to your vehicle(s)**. All student, faculty, and staff member permits must be linked to at least one specific vehicle using your USC Transportation account (accessible through our website at www.usc.edu/parking). Staff and faculty members may have more than one vehicle linked to their permit, since their permits are hanging placards that may be used in different vehicles, but everyone must have at least ONE vehicle linked to their permit. Students who wish to participate in a fall permit lottery process who do not yet own a vehicle (e.g., foreign students who will be purchasing a vehicle upon arrival at USC) should contact us in advance via email at auxtrans@usc.edu for specific directions.

(3.2) **Revocation**. A University Parking Permit may be revoked at any time by the Director of USC Transportation or his/her designee, at his/her sole discretion. Upon any such revocation, a prorated refund of the current value of the permit shall be reimbursed to the registered permit holder(s), assuming the permit was previously properly purchased and paid for.

(3.3) **Permit ownership**. All University Parking Permits are the sole property of USC Transportation. They may be used only by the registered permit holder(s) and may not be sold or transferred to anyone else, at any time. Use by anyone other than the registered permit holder(s) may be considered fraud or theft of services (excludes day-use passes, which may be bought for or given to others and are only valid until midnight on the date issued).

(3.3.1) **Abuse of privilege**. Anyone who intentionally provides false information to receive a parking permit or other USC Transportation benefit, or who uses a lost, stolen, forged, altered, photocopied or counterfeited permit (including day-use passes) may lose his or her right to hold a parking permit or receive any other transportation benefit for a period to be determined solely by USC Transportation. Additionally, said person's vehicle will be subject to citation, immobilization and/or impound, and they may be personally subject to University disciplinary action, up to and including termination of employment or academic expulsion from the University.

(3.3.2) **Lost permits**. Lost permits may be subject to a $100 Lost Permit Replacement fee. If a permit is subsequently located, or arrives in the mail after it has already been reported as being lost, **DO NOT USE IT** or give it to anyone else to use, under any circumstances. Use of a permit previously reported as being lost constitutes "Abuse of privilege" as described in Section (3.3.1) above.

(3.4) **Permit types**. For a complete list of current permit types and prices available, please refer to the USC Transportation website (www.usc.edu/parking). In addition to the general guidelines detailed in Section 2 of these Rules and Regulations, specific rules regarding various permit types appear below:

(3.4.1) **Faculty / Staff permits**. Faculty/staff permits are typically the "hanging/transferrable" variety, are valid for two calendar years at a time, and must be returned to USC Transportation upon that faculty/staff member's permanent separation from the University. Monthly and biweekly payments for faculty/staff permits are available on a pre-tax basis through USC payroll deduction.

(3.4.2) **On-Campus Student permits**. On-campus student permits are by rule the "window sticker" variety, and are not transferrable to any other vehicle. Permits issued in the Fall semester are valid for both the Fall and Spring semesters: if a student is issued a permit for the Fall semester, that permit will **automatically be renewed** for the following Spring semester unless proper written notification is provided **and** the permit is returned before Spring classes begin. Payment for student permits is managed through the USC Student Fee Bill system. Due to the shortage of spaces available and the high demand for those spaces, the Fall/Spring permit processes are conducted via a lottery system and may involve being placed on a waiting list for specific locations; see the USC Transportation website for complete details regarding the lottery process, deadlines, etc. Due to lower demand, the Summer semester does not require a lottery or wait list process, and permits may be purchased directly through our website (www.usc.edu/parking).

(3.4.3) **Off-Campus Student Housing permits**. Off-campus student housing permits are restricted only to residents of that specific housing facility. Permits or passes for on-campus lots/structures, at either UPC or HSC, are **not allowed** in any off-campus housing lots, at any time. Off-campus housing parking permits are valid in on-campus parking lots/structures (e.g., PSA, PSB, PSD, PSX) only between the hours of 5:00pm-7:00am weekdays, and all day on weekends (excluding home football game days).

(3.4.3.a) **Student vehicle being repaired / stolen**. Since student permits are affixed to the window of their vehicle, if that vehicle needs to be repaired, or is stolen, the student may request a temporary permit at the USC Transportation office in PSX. The temporary permit will be provided to the student free of charge provided that acceptable proof of the vehicle's status is provided (e.g., repair shop estimate/police report). If the USC Transportation office is closed, the student should purchase a day-use pass(es) at any campus entrance until the USC Transportation office is open; the fee for **one** day-use pass will be refunded once acceptable proof of the vehicle's status is provided.

(3.4.4) **Evening Student / Staff permits**. Evening student /staff permits are special permits that are **ONLY** valid between the hours of 5:00pm-7:00am, including weekends, holidays, etc. They are not valid at all, on any day of the week, between the hours of 7:00am-5:00pm.

(3.4.5) **Night Shift Staff permits**. Night shift staff permits are special permits that are **ONLY** valid between the hours of 10:00pm-8:00am, including weekends, holidays, etc. They are not valid at all, on any day of the week, between the hours of 8:00am-10:00pm.

(3.4.6) **Special Event / Football game day passes**. Special event passes, including football game day passes, are single day-use passes available at a higher cost than a typical day-use pass. All other Rules and Regulations regarding day-use passes are in effect, including proper permit display (Section (2.5.3)), and all other general guidelines described in Section 2. Parking for all special events is on a first-come, first-served basis, and space in a specific lot/structure is **not** guaranteed, even if a permit holder has a valid USC permit for that specific location. ("Reserved" spaces excluded, since they are reserved 24/7 for the person who purchased them.)

(3.4.7) **Undesignated permits**. Senior Administration Faculty and Staff permit holders who want to park in any available regular space, on either campus, at any time (excluding the Soto Lots, which require designated permits until 5:00pm weekdays), may make a special request through their department head to approve purchase of a special "Undesignated" permit that allows them to do so.
NOTE: All "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply to undesignated permit holders.

(3.4.8) **Electric Vehicle (EV) permits**. Section (2.3.6) and Appendix 3 detail where electric vehicles may be charged; a special EV permit is **not** required. However, in acknowledgement of the environmental benefits an electric vehicle provides, USC Transportation does offer a special EV permit at a discounted price. When an electric vehicle is **not** parked in a valid charging space, EV permits are treated like an undesignated permit, as detailed in Section (3.4.7) above. Again, all "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.

(3.4.9) **Motorcycle permits**. Motorcycle permits are valid in any specifically-designated motorcycle parking area, 24 hours a day, including weekends and holidays.

(3.4.10) **Vendor permits**. All vehicles that intend to park in yellow Loading Zones are required to have a Vendor permit displayed. Vendor permits may be purchased ahead of time for a fixed period (in which case it will be a hanging placard), or may be purchased on a daily basis at any manned campus entrance (in which case it will be a pass for dashboard display).

NOTE: All yellow Loading Zones have a maximum time allowance of one hour (and some specific Loading Zones may have posted signs indicating even less than that). Vendors who need to be on campus for more than one hour are required to relocate their vehicle to an off-campus location, either PS2 or the University Parking Center. No additional permit is required; they may continue to display their Vendor permit. When in a parking structure, all "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.

(3.5) **Permit use after hours / on weekends**. Regular permit holders at UPC and HSC can typically use their permit to park at any on-campus lot or structure between the hours of 5:00pm-7:00am weekdays, and all day on weekends. All "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.

NOTE: This does **not** apply to day-use passes (which must be purchased every day and are only good until midnight on the day issued), and holders of various specialty permits (e.g., faculty one-day or two-day permits, evening permits, night permits, vendor permits). The use of a regular permit to park during special events or on football game days may be permitted, but space in your specific lot/structure is on a first-come, first-served basis, and is not guaranteed. Using a USC Housing-specific permit to park on-campus on football game days is **not** allowed. Please refer to the USC Transportation Quick Reference guide "*Where Can I Park?*" (Appendix 1) for complete information.

(3.5.1) **Thanksgiving Break / Winter & Spring breaks**. In cooperation with the USC Department of Public Safety, USC Transportation coordinates the annual G.I.F.T. (Group Initiative For Theft-prevention) Program, which allows USC students, faculty, and staff to park in either the UPC University Parking Center or the HSC Biggy Structure free of charge during these three major holiday periods, regardless of whether or not they have a current valid parking permit/pass. Please see our website (www.usc.edu/parking) for more details regarding the program, or for specific dates/registration procedures.

(3.6) **Intercampus parking privileges**. USC Transportation allows most passes or permits purchased at one campus or approved facility to be valid **in specific locations and at specific times of day** at the other campus. Please see below for general details, and also refer to the USC Transportation "***Where Can I Park?***" Quick Reference guide (Appendix 1) for complete information.

(3.6.1) **UPC permit holders going to HSC**

(3.6.1.a) **During normal business hours**.
Due to severe space constraints at HSC, **faculty and staff** "Gold" UPC permit holders wishing to park at HSC between the hours of 7:00am-2:00pm may do so, but **may only use** the Biggy Structure, Lot 70, or Lot 71. All "Reserved spaces" rules and restrictions detailed in Sections (2.3 – 2.3.6) still apply.
Student UPC permit holders are not allowed to park at HSC during normal business hours.

(3.6.1.b) **After hours / on weekends**. Most UPC permits are valid in any regular space at HSC weekdays between the hours of 2:00pm-7:00am (with the exception of the Soto Lots, which are only available from 5:00pm-7:00am), and all day on weekends. Again, all "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.

(3.6.2) **UPC day-use passes**. Daily-use passes purchased at UPC are only valid in any available, regular, non-reserved space in the Biggy Structure, Lot 70, or Lot 71 at HSC until midnight on the date issued.

(3.6.3) **HSC Permit holders going to UPC**

(3.6.3.a) **During normal business hours**. Regular **faculty and staff** HSC permit holders can park at the UPC campus on weekdays between the hours of 7:00am-5:00pm in PSD, PSX, or the University Parking Center only. All "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.
NOTE: Due to space constraints during normal business hours, HSC **student** permit holders may **only** park at the UPC University Parking Center. HSC students may NOT park on any on-campus structures during weekday normal business hours.

(3.6.3.b) **After hours / on weekends**. Most HSC permits are valid in any regular space anywhere at UPC weekdays between the hours of 5:00pm-7:00am, and all day on weekends. Again, all "Reserved spaces" rules & restrictions detailed in Sections (2.3 – 2.3.6) still apply.

(3.6.4) **HSC day-use passes**. Daily-use passes purchased at HSC are valid in any available, regular, non-reserved space in Parking Structure 2 (PS2) or the University Parking Center (UPX) until midnight on the date issued. **EXCEPTION:** Daily-use passes purchased at HSC are **NOT** valid at any location at UPC on home football game days.

(3.6.5) **Downtown Faculty/Staff visiting either campus**. Employees who work in the USC Center or the Citigroup Center in downtown Los Angeles may be extended the courtesy of parking on either the UPC or HSC campus, *depending on whether or not they pay to park at those specific facilities*. Employees who pay to park at those two specific locations may be given a special "DOWNTOWN F/S" hanging permit (at no additional cost to them), which may be used when they are visiting UPC or HSC. Even if an employee has this specific hanging permit, there are restrictions on when and where it may be used; due to space constraints, we no longer allow on-campus parking for any visitors or intercampus guests. Please refer to the USC Transportation "***Where Can I Park?***" Quick Reference guide (Appendix 1) for complete information.

(3.7) **Cancelling your permit**. Student permits may be cancelled for a full refund (minus any processing fees) before the "active" date for a given semester begins; simply return the permit in person to our office in either PSX or KAM, or by mail to "Associate Director, USC Transportation, 620 West 35th Street, PSX-110, Los Angeles, CA 90089."

Faculty and staff hanging permits, or student permits cancelled after a semester "active" date has passed, must also be returned to our office in PSX in order for the cancellation to be processed and a prorated refund given. Full refunds are **NOT** available after a semester has begun.

NOTE: For the purpose of issuing prorated refunds on returned permits, the Fall semester "active" date is on move-in day (typically in late August), and the Spring semester "active" date is January 1st.

Section 4: CITATIONS, IMMOBILIZATIONS, and IMPOUNDS

(4.1) **Overview**. As detailed in Section (2.2), parking at USC is not free, and these Rules and Regulations govern where and when various permit holders may properly park their vehicles. If you violate any of these Rules and Regulations, or do not pay for parking while on a USC-owned campus or facility, your vehicle is subject to citation, immobilization, and/or impound.

(4.2) **Rights of ownership**. As a private institution/entity, the University of Southern California is governed by a Board of Trustees. The Board of Trustees have, in turn, fully empowered the Office of the University President to create within the USC Auxiliary Services Division the USC Transportation office, specifically for the stated purpose of establishing procedures designed to inform, educate, regulate, monitor, and enforce parking requirements for all University facilities, lots and structures.

As recently as December 22, 2011, the CA Attorney General's office offered an opinion regarding the legality of private parking lot owners to issue citations (http://ag.ca.gov/cms_attachments/opinions/pdfs/o516_07-804.pdf). In the "analysis" section, the following exclusion is provided:

> *"We exclude private nonprofit educational institutions from our analysis, because special rules apply to those institutions and their properties. Pursuant to Vehicle Code section 21113(a), parking on the grounds of a private, tax-exempt educational institution is "subject to any condition or regulation which may be imposed" by the institution's governing board."*

(4.3) **What if I just don't pay?** While we are not a city or state law enforcement agency, that doesn't mean you can or should ignore a parking citation from USC Transportation. If you are a student, we have the ability and authority to attach parking citation fees directly to your student fee bill; students who do not clear their fee bill completely (to a $0 balance) are not allowed to graduate, register for classes, apply for USC Housing, and/or receive other University services. If you are a faculty/staff member, you will not be allowed to renew your biannual parking permit until you resolve all unpaid parking fees. If you are a visitor or guest to the University and are not registered in our permit system, we will send your vehicle information (VIN #, license plate #) to the state DMV where the vehicle is registered, and pursue collection through a third-party agency. Please do not ignore parking citations.

(4.3.1) **Fine increases**. Citations not paid or properly appealed in a timely manner (before 21 days from the date of issuance) are subject to a doubling penalty. (**EXCEPTION:** Blue zone/handicapped space parking violations increase by $150, they do not double.) All citations further left unpaid after an additional 15 days are subject to an additional $25 "Submitted for Collection" fee.

(4.3.2) **Outside Collections Agency**. When all internal attempts to collect on an outstanding citation are either unsuccessful or ignored, USC Transportation will transfer the debt and all relevant registered owner information to an outside collections agency for further pursuit of the debt. The collections agency will a) impose an additional fee on top of any outstanding citation amount owed to USC, and b) may report registered vehicle owner(s) to the three main U.S. Credit Reporting Agencies if the debt remains uncollected.

(4.4) **Most common violations**. Some of the most common violations and descriptions thereof appear below.

(4.4.1) **No valid permit displayed**. This is by far the most common violation (about half of all citations issued), and has two components: a) possessing a valid permit, and b) displaying it properly. If you do not have a valid permit for the day/time/location where your vehicle is parked, your vehicle may be subject to citation, immobilization, and/or impound.

Similarly, even if you possess a valid permit for the day/time/location where your vehicle is parked, but the permit isn't being displayed properly (e.g., is sitting on your car seat/dashboard, is facing the wrong direction, is not affixed completely/properly, is obscured by something else), then your vehicle may be subject to citation, immobilization, and/or impound.

(4.4.2) **Incorrect area**. This is the second-most common violation. At USC, all permits are only valid in specific locations and at specific times; if you're parked in a place or at a time you shouldn't be, your vehicle may be subject to citation, immobilization, or impound. **NOTE**: Some permits may be valid in multiple areas, depending on the circumstances; please refer to Appendix 1 "**Where Can I Park?**" for complete details.

(4.4.3) **Reserved parking violation**. As detailed in Sections (2.3 – 2.3.6), spaces marked "Reserved" are reserved **at all times**, 24 hours a day, 7 days a week, for the person or department who purchased that specific parking space or for the category of parking indicated. Unless you paid a premium to purchase a specific "Reserved Parking" permit for a dedicated space, do not park in any reserved spot, at any time, for any duration of time, otherwise your vehicle may be subject to citation, immobilization, and/or impound.

(4.4.4) **Restricted parking violation**. Similar to "Reserved" parking, Restricted parking is usually prohibited by time/day/location considerations of the permit type (e.g., Evening Student / Staff, Overnight Staff, Two-Day Faculty). If you park outside of the specific time/day/location restrictions of your permit type, your vehicle may be subject to citation, immobilization, and/or impound.

(4.4.5) **Double-parking**. This violation occurs when you park your vehicle in a manner that prohibits normal access to an adjacent space. Being behind, directly on, or over marked space lines does not by itself indicate double parking or lack thereof, it is in the judgment of the citing officer as to whether your vehicle is blocking normal access to an adjacent space. If you double-park, your vehicle may be subject to citation, immobilization, and/or impound.

(4.4.6) **Meter / Time Zone violation**. As detailed in Section (2.3.3), Metered and other time-restricted parking areas may be enforced **at all times**, 24 hours a day, 7 days a week, including holidays. Displaying any valid USC parking permit/pass does NOT allow you to park at a meter or in a time-restricted area without depositing coins or using a credit card to purchase time. Parking at any meter or in a time-restricted area without purchasing time, or allowing the time for your paid space to expire at any time, may subject your vehicle to citation, immobilization, and/or impound. If you discover a meter or time-restricted space machine is inoperable, **DO NOT** use it; find alternate parking and report the broken machine to the nearest entrance attendant.

(4.4.7) **Immobilization**. Vehicles are typically booted/immobilized for one of two reasons: a) an accumulation of three or more unpaid minor citations (e.g., no valid permit displayed), or b) any single major violation (e.g., parking in a handicapped space without proper state placards, displaying an altered or forged permit). The immobilization itself is also considered a citation, the $100 fine for which must be paid in addition to all unpaid previous citations before the vehicle will be released.

(4.4.8) **Altered / Forged / Photocopied Permit or Pass**. Altering or forging a pass or permit is illegal and may be considered a felony; you're intentionally attempting to steal from the University. These are two of the most expensive citations you can receive, in addition to which your vehicle will be immobilized immediately upon discovery. Altered passes or permits typically involve someone either trying to change the valid date or the valid location printed on an existing permit or pass. Forged permits typically involve photocopying a valid permit and trying to pass the copy off as being valid itself.

In addition to the violation for forging or altering a permit itself, and the accompanying boot removal citation/fee, the violator may also be responsible for a "usage" fee; that is to say, how much they would have paid had they simply bought a valid permit in the first place (e.g., if you forge a semester permit, you will pay for a semester's worth of "usage", on top of all the other fees). Furthermore, violators will be reported to DPS, and/or if a student, to the Office of Student Judicial Affairs, and may be subject to further disciplinary action by the University. The bottom line: don't ever forge or alter a permit, it's simply not worth it. Even getting a minor citation for "No Valid Permit Displayed" ($50) is FAR better than getting caught forging a daily pass and potentially facing a $750-$1,000+ fine.

(4.5) **Appealing a citation**. Any minor citation may be appealed online by visiting the "Citations" section of our website (www.usc.edu/parking). Please note that citations properly appealed within the first 21 days will not accrue penalties for nonpayment during the appeal process. Please allow 24 hours from the time your citation was issued before you begin the appeal process, in order to allow time for the citation to be uploaded into our system. Appeals will be reviewed and decided upon by the Enforcement Department Manager or any Associate Director (or the Director) in USC Transportation within 15 business days of receipt.

(4.5.1) **Unacceptable Reasons**. The following are all examples of reasons people have actually submitted with their appeals. These excuses (and many others) are unacceptable, please don't use them:

"I only parked illegally for a minute / short period of time."

"I was late for class / my job / a final / an interview / my study group, so I had to park illegally."

"USC is so expensive; I shouldn't have to pay for parking anyway."

"I had something to carry, so it was inconvenient for me to park in my designated space or area."

"I misunderstood / didn't see the sign, and/or didn't think the sign I saw applied to me."

"You can tell in your system that I **have** a valid permit, why is not displaying it an issue?"

"I saw other people parking illegally, so I had no choice / thought it would be okay."

"How was I supposed to know that I couldn't park there?"

"My academic unit knows I graduated in December, why would I have to tell you / why didn't you know?"

(4.5.2) **Citation Review Board (CRB)**. If you disagree with the initial appeal decision of the reviewing Hearing Officer, or to submit an initial appeal of any major violation (e.g., altered/forged permit or pass, blue zone violations), the higher level of review is the Citation Review Board (CRB). The CRB may be composed of members from the Student Senate, USC faculty, and non-USC Transportation staff members from the USC Staff Assembly. The respective governing boards of these organizations choose their member representative(s). **All citations must be paid for in full, in advance, in order to submit an appeal to the CRB.** If the panel judges in your favor, a partial or full refund will be processed promptly. No appeals will be heard by the CRB if the related citation(s) are not fully paid for in advance.

USC Transportation management do not actively serve or vote on the CRB, but do regularly attend meetings and act as advisors (without voting powers) to provide information about parking regulations and parking areas or locations. In extremely rare circumstances, an Associate Director or Director may have to cast a tiebreaking vote during a CRB meeting. **All decisions made by the CRB are <u>absolutely final</u> and will not be reviewed further.** The CRB meets irregularly as required by demand, but typically once a month; please allow up to 60 days for a second-level appeal to be reviewed and decided upon by the CRB.

Section 5: SPECIAL CIRCUMSTANCES

(5.1) **Document limitations**. These Rules and Regulations are intended to provide for most commonly-occurring situations and circumstances, but are necessarily limited and cannot provide comprehensive guidelines to cover every possible situation that may arise. This document should be used in conjunction with information provided on the USC Transportation website (www.usc.edu/parking).

(5.1.1) **Authority to override**. In the event any part of this document needs to be overridden due to conflicting information, special circumstances, changing environmental conditions, emergencies, etc., the authority to do so will reside ONLY with either the Director, USC Transportation (and his/her assignees), and/or the Chief, USC Department of Public Safety (and his/her assignees).

(5.2) **User responsibility**. If any faculty/staff member, student, or visitor to USC either anticipates, predetermines, or finds themselves facing special circumstances during their time at USC and requires either special consideration or services from USC Transportation, that end user is ultimately responsible for making sure their needs are communicated, preferably in writing, with as much advance notice as possible, so that USC Transportation staff can adequately prepare/respond as we are able. We are dedicated to providing the highest levels of service we can, but not all requests for service will be possible to grant.

(5.3) **Examples**. Examples of special circumstances that may require extra attention/preparation/handling by USC Transportation staff may include: faculty/staff member leaves of absence, temporary disabilities, accidents, injuries, deaths, natural disasters, campus lockdowns or tactical alerts, weddings or other special events, etc. USC Transportation staff are dedicated to providing the highest level of customer service possible, and will respond to the best of our ability to all requests for special consideration.

(5.4) **Vehicle Relocations**. In extremely rare circumstances, we reserve the right to relocate vehicles for administrative reasons. All reasonable efforts will be made to inform vehicle owners that an area must be cleared beforehand, but in the event an owner does not move their vehicle themselves and the need to relocate a vehicle arises, we will do so, and store the vehicle until such time the owner contacts us to retrieve it. Such storage may or may not be at the owner's expense, which will largely be determined by the circumstances surrounding the relocation, and will be at the sole discretion of the Director, USC Transportation (or his/her designee). Such circumstances may include: during emergency situations, after natural disasters, for approved construction projects or special events, due to structure or lot maintenance, at the direction of the USC Fire Marshal or any other authorized safety officer, and/or for any other official reason as determined solely by USC Transportation.

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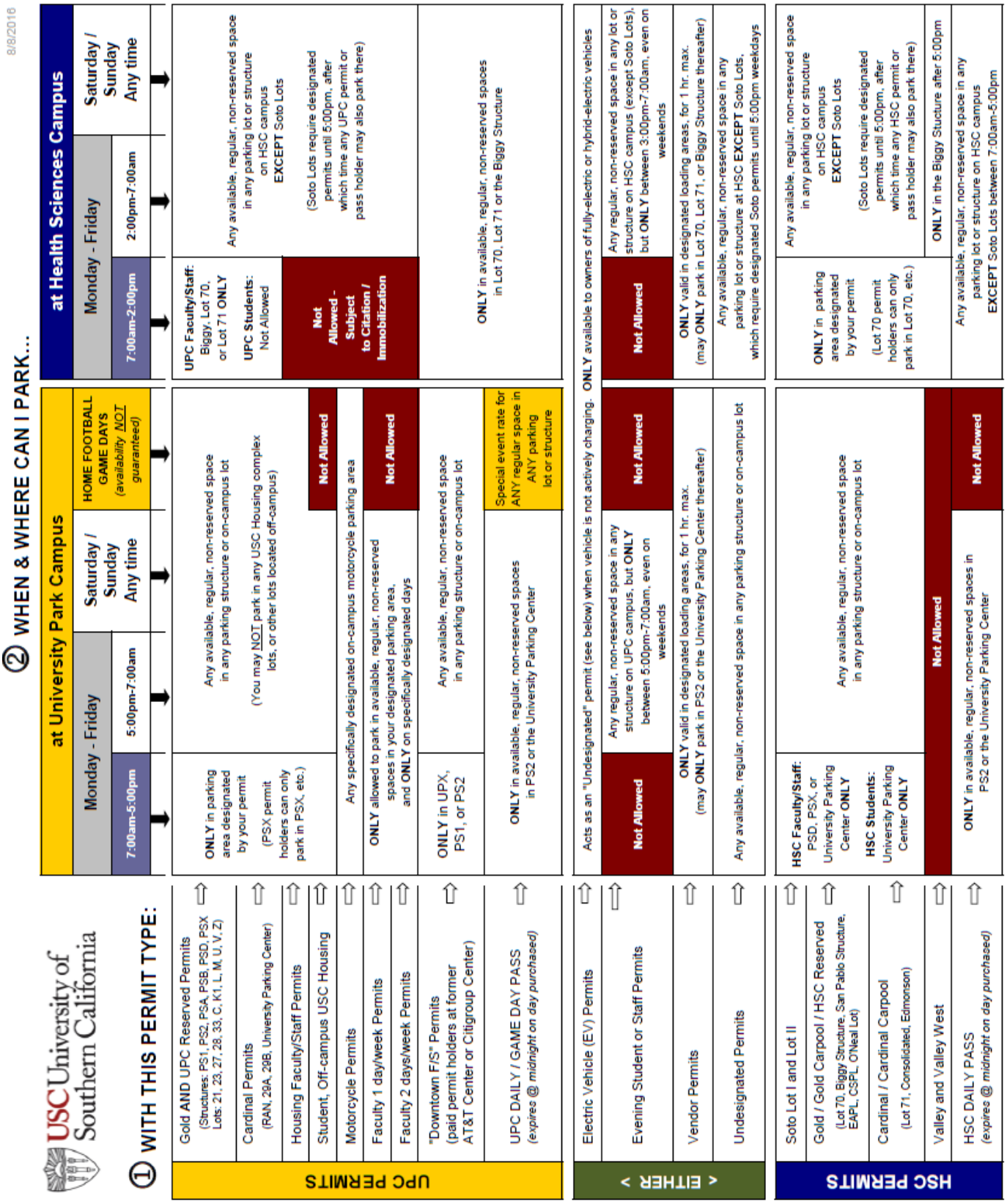
APPENDIX 1 – "*Where Can I Park?*" Quick Reference Guide



APPENDIX 2 – "*Answers to Top 10 FAQs*" Handout

TOP 10 GENERAL RULES TO REMEMBER / ANSWERS TO SOME COMMON FAQs

1. **NO, PARKING AT USC IS NOT FREE.** All faculty, staff, students, and guests of the University are required to display a valid pass or permit at all times whenever they are parked in a USC-owned lot or structure. Failure to display a valid pass/permit is BY FAR the most common offense we encounter; parking without displaying a valid pass or permit may subject your vehicle to citation, immobilization, and/or impound.

2. **NO, YOU CAN'T EVER PARK IN "RESERVED" SPACES.** Spaces marked with signs as being "RESERVED" are reserved 24 hours a day, 7 days a week, for the person who paid a premium to use that exact space (or zone, in the case of carpool, loading, handicapped and/or emergency zones) at all times. They are not available for general use on weekends, football game days, during Commencement, on move-in day, "just for a minute," or "because you couldn't find another spot." Parking in a reserved space at any time, for any duration of time, without a valid permit for that specific space or area may subject your vehicle to citation, immobilization, and/or impound.

3. **YES, YOU MUST DISPLAY YOUR PERMIT PROPERLY.** All permits must be displayed properly in order to be valid. All transferrable (hanging) permits must be hung from the rearview mirror of your vehicle with the permit information facing outward. All window (sticker) permits must be completely affixed, right-side up, to the bottom corner of your windshield on the driver's side, solely by the adhesive on the permit issued. Failure to display any permit correctly, ***even if the permit itself is valid***, may subject your vehicle to citation, immobilization, and/or impound.

4. **YES, METERS ARE ALWAYS ENFORCED.** Parking meters and other pay-by-space parking areas may be enforced 24 hours a day, 7 days a week, including weekends and holidays. Displaying a parking permit or pass at any metered space does NOT allow you to park without depositing money or otherwise paying for time. Parking at a meter or in a pay-by-space area without purchasing time, or allowing your paid time to expire at any time, for any duration of time, may subject your vehicle to citation, immobilization, and/or impound.

5. **YES, YOUR PERMIT IS (SOMETIMES) VALID AT BOTH CAMPUSES.** Most UPC permits are valid at HSC and vice versa, but only in specific locations and at specific times. In a VERY general sense, UPC permits are valid after 2pm and on weekends at HSC, and HSC permits are valid after 5pm and on weekends at UPC. There are MANY exceptions that need to be fully considered before you try to use your permit at the other campus – please refer to our "***Where Can I Park?***" Quick Reference Guide for complete details about where/when you are allowed to park with your permit at the other campus.

6. **NO, YOU MAY NOT SLEEP IN YOUR VEHICLE.** No one is allowed to stay overnight in, live in, or store any vehicle, trailer, mobile/motor home, etc. on any USC street or parking lot/structure. If you are observed or suspected of sleeping in your vehicle, we retain the right to enter your vehicle by any means necessary to perform a safety and wellness check if we cannot wake you from outside your vehicle.

7. **NO, YOU CAN'T PARK THERE.** "There" in this case being anywhere you know you probably shouldn't. Parking is only authorized in specific parking spaces or in designated areas. Don't ever park in any of the following places: on mallways (e.g., Trousdale Parkway, Childs Way), in red zones, on sidewalks, blocking handicap access ramps, on any grassed area, in front of hydrants or in fire lanes, in multiple parking spaces at once, in loading zones without a vendor permit, etc. Parking where you know you probably shouldn't may subject your vehicle to citation, immobilization, and/or impound.

8. **YES, YOU NEED TO CANCEL YOUR PERMIT IF YOU'RE GRADUATING EARLY.** Students who plan to graduate in December MUST cancel their permits by returning them to us. Student permits renew automatically from Fall to Spring – if you don't tell us that you're not coming back, we're going to assume that you're here, and keep your permit active in our system. If you return it after the semester begins, we cannot issue you a full refund; you will only be eligible for a prorated refund based on the permit return date.

9. **NO, WE DO NOT ASSUME ANY LIABILITY FOR YOUR VEHICLE.** Any vehicle parked, operated, or driven on campus shall be solely at the risk of the owner/operator. USC assumes no responsibility whatsoever for any damage to or theft from any vehicle parked at or driven onto any USC-owned campuses or facilities. Acceptance of parking privileges (by purchasing a permit or pass or entering our facilities) constitutes owner/operator agreement to hold USC blameless for any loss or damage to your vehicle, its attachments, accessories or contents as a result of fire, theft, vandalism, collision, or any other cause.

10. **YES, YOU SHOULD ASK MORE QUESTIONS!** This is an extremely short, incomplete list of answers to some frequently-asked questions – if you still have questions about any of our rules and regulations, you should first review our Rules and Regulations handbook (available on our website at www.usc.edu/parking). If you still have questions, PLEASE ASK by visiting us in person PSX (@ UPC) or the KAM building (@ HSC), by calling 213-740-3575, or by emailing transportation_ad@usc.edu.

APPENDIX 3 – Electric Vehicle Charging Regulations / Charging Station Locations

As of this version of the Rules & Regulations (September 2016), there are currently fifty-eight (58) charging spaces spread across the UPC and HSC campuses; please see the maps on the following pages of this appendix for their specific locations. By the end of the Spring 2017 semester, we plan to have an additional 56 EV charging spaces at UPC available, as the USC Shrine Structure (32 spaces) and University Village (24 spaces) locations come online.

Since the charging stations are so limited in quantity, vehicles parked there must be plugged into the charging station and actively charging at all times, or they may be cited for parking in a Reserved Space *even if it is an electric vehicle*. If any parking space at USC happens to be within reach of a standard three-prong electric wall outlet, said outlet may **NOT** be used to charge your vehicle; **the ChargePoint charging stations are the only approved spaces to charge a vehicle on campus**.

In **ALL** cases, the individual parked at a charging station must be displaying ANY valid USC permit or pass; someone cannot simply pull into a structure or lot off the street and start charging, or they will be cited for a Reserved Space violation.

Rate structure
The current rate structure for all ChargePoint units at USC is $0.25/hr. This rate is in addition to whatever permit rate the individual is being charged (will vary depending on permit type). In all cases, users are also required to have a ChargePoint access card to activate our charging stations; two free cards may be acquired online directly from ChargePoint (www.chargepoint.com) when you initially register with them.

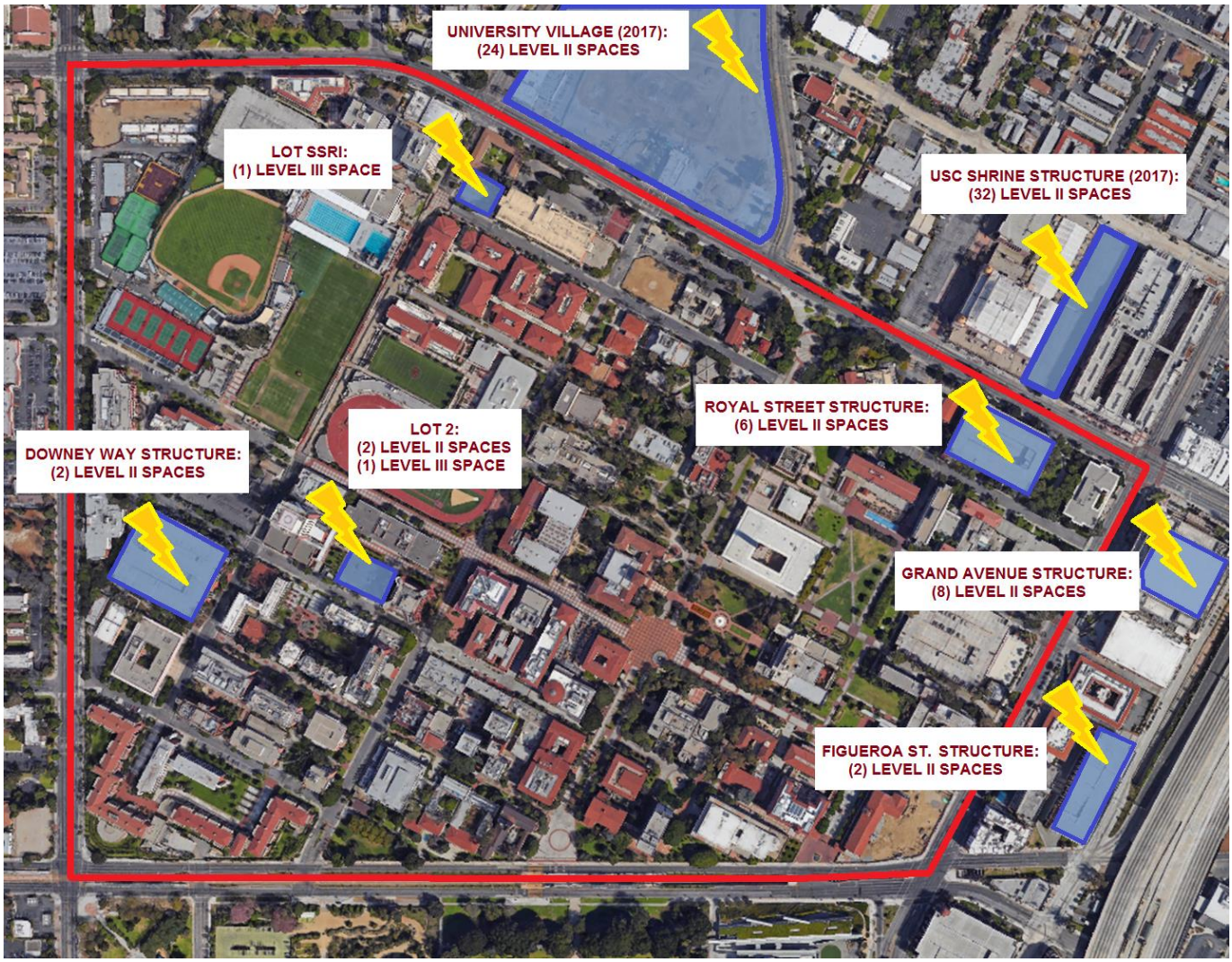
Violations
Demand for EV charging stations will likely always exceed our supply. In order to make sure everyone in the EV community has the opportunity to charge their vehicle while on campus, USC Transportation Citations Officers will make routine patrols of the EV stations as part of their regular rounds, and will enforce the following violations:

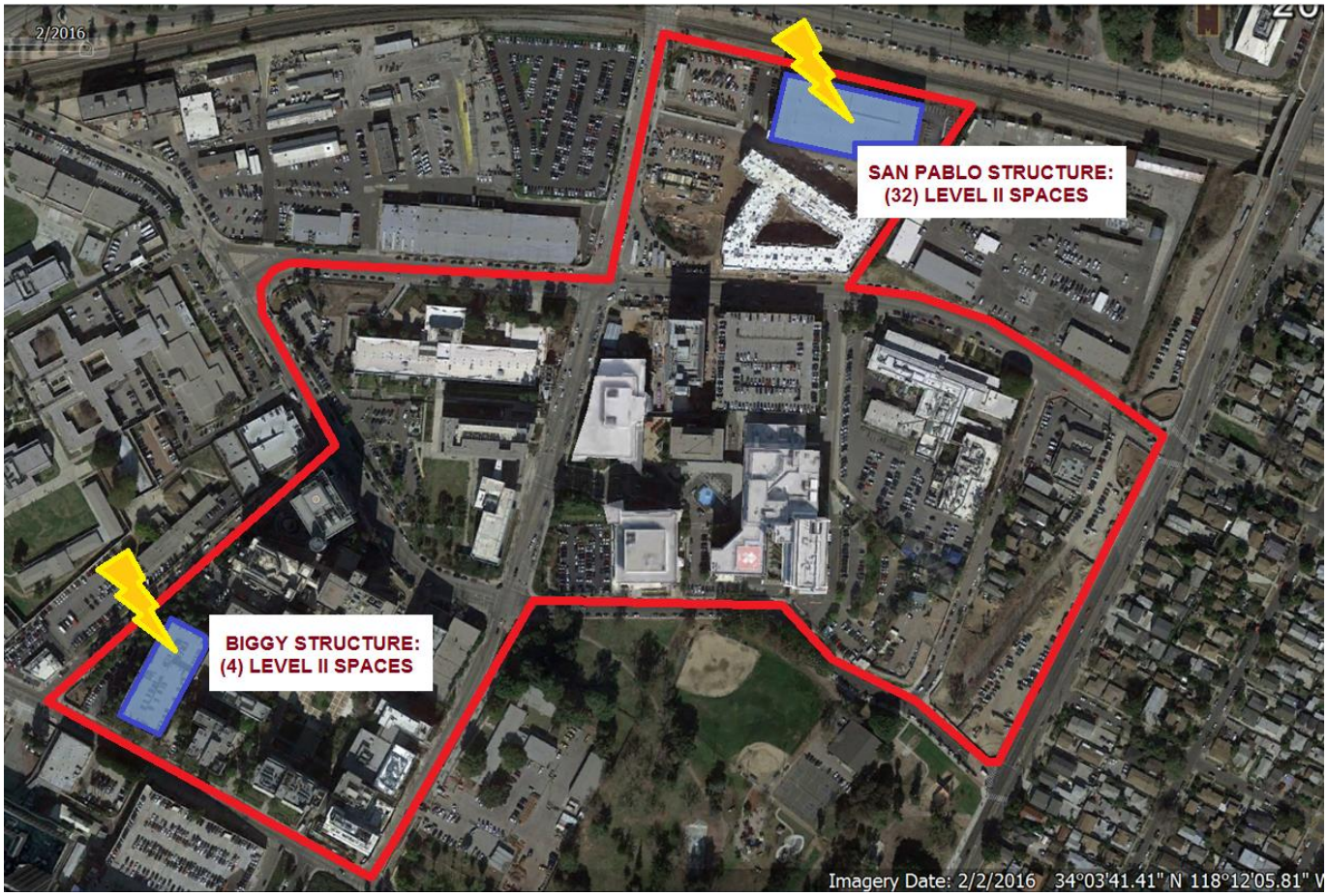
Vehicle parked in an EV space without a USC permit displayed	**Reserved Space violation: $80 fine**
Vehicle parked in an EV space without being plugged in / actively charging	
Vehicle remaining parked in an EV space AFTER charging has been completed	

The last violation above is of special note: in order to achieve turnover at the charging stations, we require that vehicles be actively charging at all times. Once your vehicle has finished charging, you MUST relocate it in order to free up the machine for someone else's use. ChargePoint provides a variety of tracking services and text alerts through their website to assist you in monitoring your vehicle's charging progress. Please relocate your vehicle as soon as it is finished charging; Citations Officers will make note of vehicles no longer charging upon their arrival at a station, and cite it fifteen minutes later if it has not been moved. If your vehicle is still parked in an EV space after it has completed charging, it will be at risk of being cited. Please plan accordingly.

Charging Station Locations

UPC – UNIVERSITY PARK CAMPUS



Charging Station Locations

HSC – HEALTH SCIENCES CAMPUS