Parking Rules and Regulations

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Parking Rules and Regulations

PARKING SERVICES CONTACT INFORMATION

Phone	619-260-4518
Email	parking@sandiego.edu
Website	sandiego.edu/parking
Hours	9am to 5pm, Monday through Friday, except for USD holidays
Office location	Alcala Park West, Durango, Suite E1
For emergencies	Call Public Safety at 619-260-2222; for a non-emergency, call 619-260-7777

Parking Services manages 46 parking lots and structures across campus. These parking lots serve all faculty, staff, students, university-invited guests, and general visitors to the university.

A. GENERAL REGULATIONS

The purpose of parking rules and regulations on USD's campus is to:

1. Promote safe and orderly mobility while on campus.
2. Ensure efficient parking for all students, faculty, staff, university invited guests and general visitors.
3. Expedite university business and provide maximum safety and convenience.

Please always practice safe driving, our community depends on all of us to maintain safe roadways and walkways.

Parking rules and regulations are enforced 24 hours a day, seven days a week, year-round including intersession, summer, holidays, study days, move-in/out days and finals. This document supersedes all previous manuals, rules and regulations, and governing topics covered by this document. USD may change, delete, suspend and/or discontinue these rules at any time at its sole and complete discretion.

Parking information is available from the Parking Services Office at 619-260-4518 or the Parking Services website. Incorrect information received from any other source is not considered a valid defense of parking violations.

Drivers are required to possess a valid driver's license when operating a vehicle. Unless otherwise stated by these rules and regulations, all provisions of the California Vehicle Code (CVC) relating to traffic upon roadways shall be applicable on USD property. This includes, but is not limited to: obeying all traffic signs and other traffic control devices including posted speed limits – 15 mph on the roads and 10 mph in parking lots/garages; properly using seat belts; cell phone or handheld device use; driving under the influence of drugs or alcohol; yielding to all

pedestrians and cyclists. These rules and regulations cover but are not limited to: automobiles, trucks, motorcycles, motor scooters, electric carts, electric vehicles, mopeds, and bicycles.

Drivers found in violation of any CVC provisions or campus rules are subject to USD disciplinary action. Severe violations may result in citation/arrest by the San Diego Police Department. Immediately report all accidents or traffic violations to the Department of Public Safety. Please visit the California Vehicle Code for additional information.

- **Parking permits are required between 7 a.m. and 7 p.m., Monday through Friday, including vehicles displaying an ADA hangtag/license plate.**
- Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.
- Vehicle operators are responsible to know all parking rules and regulations and abide by all posted signs, cones, or parking space markings while on campus. If you allow someone else to drive your vehicle, it is your responsibility to ensure they are aware of the parking rules and regulations. Lack of knowledge, time or available spaces are not valid reasons for violating USD parking regulations.
- Parking violations inconvenience others and USD is committed to creating an atmosphere of respect consistent with USD's mission and values.
- Vehicles are required to park in their assigned area at all times.
- Parking is permitted only in spaces marked for parking; drivers may not create their own space.
- Drivers of oversized vehicles must contact the Parking Services Office for information about where they may park.

B. PARKING PERMITS – CATEGORIES, PARKING LOTS AND SPACES

All vehicles parking on USD campus property require parking permits, which are available for purchase on USD's My Parking Account web page. Permits are virtual/electronic, rather than physical permits, and are linked to your license plate number. All permits must be purchased through the Parking Services Office and may not be exchanged or resold unless authorized by Parking Services.

- One-year permits are effective from August 1 through July 31.
- Fall six-month permits are effective from August 1 through January 31.
- Spring six-month permits are effective from February 1 through July 31.

Permit Rates

The following parking permit categories are available on campus: Proximity (Faculty and Staff only), Faculty/Staff, Student, West Parking, Perimeter, and Motorcycle. Employees and students are eligible to purchase only one parking permit at any given time.

- **Subclassification Changes –** Permit holders are responsible for notifying Parking Services immediately upon any change in their subclassification (e.g., commuter to resident, resident to commuter, etc.). This notification must be made by emailing Parking Services at parking@sandiego.edu. Upon notification, the existing permit must be exchanged for the appropriate permit corresponding to the new subclassification. Failure to exchange the permit within 14 business days of the subclassification change may result in the issuance of a parking citation for parking in unauthorized areas. Permit holders are responsible for understanding the parking regulations associated with their new subclassification and adhering to them.

- **Parking rates for each category are listed below:**

PERMIT TYPES	ONE-YEAR RATES (AUGUST 1 – JULY 31)	FALL (AUGUST 1 – JANUARY 31) SPRING (FEBRUARY 1 – JULY 31)
Proximity (Full-time, Benefit Based Faculty/Staff only)	$925	N/A
Faculty/Staff	$445	$250
Student (Commuter, Residential)	$395	$220 (Residential only)
West Parking	$235	$130
Perimeter	$130	N/A
Motorcycle	$65	N/A

Important Information about Permit Payment

- Part-time students, faculty, and staff pay 50% of the published six-month rates for Faculty/Staff, Commuter, and West Parking permits. Proximity permits are not eligible for discounts.
- Full-time, benefits-based faculty, and staff may pay for permits through a nine-month or twelve-month pre-tax payroll deduction.
- Students who charge their permits to their student accounts may be eligible to pay for their permits in an installment plan over five months in the fall and five months in the spring, depending on when the permit is charged.

- Student, faculty, and staff weekly rates are $40 to park in the Main Structure (MS) and West Structure (WS).
- Only one vehicle under the same permit is allowed to park on campus between 7 a.m. and 7 p.m., Monday through Friday. The other vehicle may pay to park in the West (WPS) or Main Parking Structures (MPS).

Part-time to Full-time Status Change – In situations in which an individual's status changes from part-time to full-time, the difference between the part-time and full-time permit is due and payable immediately to the Parking Services Office. Failure to comply will result in the deactivation of the parking permit. Continued use of a deactivated parking permit may result in a citation.

Upon Separation from the University – Permits will be deactivated on the employee's last day.

Parking Lots – Review this USD Campus Parking Map for parking areas and authorizations.

Parking Permit Categories & Eligibility

Permit Eligibility Overview

- **Employees:** Proximity (PX), Faculty/Staff (FS), West Parking (WP), or Perimeter (PR).
- **Non-Resident Students:** Commuter (C), West Parking (WP), or Perimeter (PR).
- **Resident Students:** Eligible for the specific permit corresponding to their housing assignment (e.g., Alcala Vista, Manchester Village Apartments, Valley).
    - **First-Year Residents**, defined as students who have completed less than 30 units, are not permitted to park on campus. Exceptions require prior approval for verified medical needs or off-campus employment, which restricts parking strictly to the Manchester Garages (G3 and G4).

Permit Category Details and Quick-View Chart

Proximity (PX) permit

- **Eligibility:** Full-time, benefit-based employees (verified by HR).
- **Where to Park:** Assigned Proximity lot, Main Parking Structure (MPS), West Parking Structure (WPS), E11, and E10.
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in other Proximity lots.

- **Guest Use:** Guests must be added to the employee's parking account. If both employee and guest park on campus simultaneously, the employee must park in the Main Structure (MS) or West Structure (WS) and pay via meter or ParkMobile.

Faculty/Staff (FS) permit

- **Eligibility:** Full-time, part-time, and casual/contracted USD employees.
- **Where to Park:** Designated Faculty/Staff spaces across campus, though the Main Parking Structure (MPS) is the only option on main campus.
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in Proximity lots.
- Best option for employees who need parking on the mesa or east side of the campus.

Commuter (C) permit

- **Eligibility:** Non-resident students.
- **Where to Park:** Designated Commuter spaces across campus.
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in Proximity and Faculty/Staff lots.

Residential Student permit

- **Eligibility:** On-campus resident students.
- **Where to Park:** Must park in designated residential lots based on housing assignment.
    - Alcala Vista Apartments (AV): E9 (Vistas East), E10 (Vistas North), and E12 (Vistas West).
    - Camino Founders: WPS (West Parking Structure), W1 (West Lot)
    - Manchester Village Apartments (MV): G3 (Manchester North), G4 (Manchester South), and white-lined spaces in E8 (Manchester CDC).
    - Valley Residents (VLY): San Dimas Avenue, Santa Paula Drive, and San Buenaventura Way.
    - Approved First-Years: Restricted to G3 and G4 (Manchester Garages).
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in West Parking Structure/Lot (WPS/W1), Gravel Lot (W2), Main Parking Structure (MPS), Proximity (PX), Commuter (C), and Faculty/Staff (FS) lots.

West Parking (WP) permit

- **Eligibility:** Employees and non-resident students looking for a lower-cost option.
- **Where to Park:** All levels of the West Parking Structure (WPS) and West Lot (W1).
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in Faculty/Staff (FS) - including Main and West Parking Structures, and Commuter (C) lots.

Perimeter (PR) permit

- **Eligibility:** Employees and non-resident students looking for the lowest-cost option.
- **Where to Park:** Basement levels B1–B3 of West Parking Structure (WPS), West Lot (W2), (Gravel Lot), E6 (Softball Field), and G3/G4 (Manchester Garages).
- **Off-Peak (After 4:00 PM and Before 7:00 AM, Monday–Friday):** May park in any level of the West Parking Structure (WPS).

Motorcycle – Designated areas on campus are provided for motorcycles. Only motorcycles, motorized scooters, or mopeds may park in spaces identified as motorcycle spaces; all other vehicles will be cited and/or towed. Motorcycles, motorized scooters, or mopeds may not park outside of these spaces at any time.

Permit Category	Primary Eligibility	Primary Parking Locations	Off-Peak Parking (4:00 PM – 7:00 AM, M–F)	Key Restrictions & Notes
Proximity (PX)	Full-time, benefit-based employees (HR-verified)	Assigned PX lot, Main Parking Structure (MPS), or West Parking Structure (WPS)	Other Proximity lots	Guests must be added to account. If employee and guest park simultaneously, employee must park in MPS/WPS and pay via meter/ParkMobile.
Faculty/Staff (FS)	Full-time, part-time, and casual/contracted USD employees	Designated FS spaces across campus (MPS is the only main campus option)	Proximity (PX) lots	Best option for employees needing parking on the east side of campus.
Commuter (C)	Non-resident students	Designated Commuter spaces across campus	Proximity (PX) and Faculty/Staff (FS) lots	Restricted to non-residents.
Residential Student	On-campus resident students	Designated lots based on housing assignment: • Alcala Vista (AV): E9, E10, E12 • Camino Founders: WPS, W1 • Manchester Village (MV): G3, G4, E8 (white-lined spaces) • Valley (VLY): Santa Ana Dr, San Dimas Ave, Santa Paula Dr, San Buenaventura Way, Valley B Lot • Approved First-Years: G3 and G4 only	WPS/W1, Gravel Lot (W2), MPS, Proximity (PX), Commuter (C), and Faculty/Staff (FS) lots	Unapproved First-Years (<30 units) cannot park on campus. Approved medical/employment exceptions park strictly in G3/G4.
West Parking (WP)	Employees and non-resident students	All levels of West Parking Structure (WPS) and West Lot (W1)	Faculty/Staff (FS) - including Main and West Parking Structures, and Commuter (C) lots	Lower-cost option.
Perimeter (PR)	Employees and non-resident students	WPS basement levels B1–B3, Gravel Lot (W2), Softball Field (E6), and Manchester Garages (G3/G4)	Any level of West Parking Structure (WPS)	Lowest-cost option.

Other Types of Parking Spaces

Metered Parking – Metered parking is available for students, employees, university invited guests, and general visitors. ALL vehicles, including those with a valid USD permit, must pay at a

pay station or on the ParkMobile app. Meter spaces are painted with green curbs and green demarcation lines. **No Student, Faculty, or Staff may park in N4 - Immaculata West at any time, even with a valid meter payment.** University invited guests have dedicated meter parking in S7 and MPS which can be reserved by university departments. Please check with Parking Services for additional information on parking rates for external groups.

The meter rates are as follows:

- $3 per hour (entire campus)
- $18 daily rate (West Parking, Manchester/Softball Field)
- $21 daily rate (Main Parking Structure, Immaculata West, Camino San Diego/Hughes West ParkMobile zone 1916)

University Invited Guests (G) include those who have been invited to campus for a specific purpose by faculty or other campus authorities, for example, a guest speaker for a class or a trustee attending a board meeting. Payment may be made by the sponsoring department or by the guest at a rate of $3 per hour with a 4-hour minimum or $21 for the day.

Visitors (V) to campus for tours, events, and athletic contests have several metered parking options.

Daily Parking:

- $21: MPS (Main Parking Structure) and ParkMobile Zone 1916 (Camino San Diego, behind the Hughes Administration Center)
- $18: W1 (West Parking Lot), WPS (West Parking Structure), and E6 (Manchester/Softball Field)

Hourly Parking: $3 per hour in all metered locations

NOTE: Metered parking in N4 (Immaculata West) is not available after 2 p.m. on Fridays.

Please visit the Parking Services web page for more information about metered parking on campus. From Monday through Friday, 7:00 a.m. to 7:00 p.m., everyone is required to either have a valid USD parking permit or to purchase timed parking privileges at a pay station or via the ParkMobile app.

- License plate information is required for payment at a pay station or via the ParkMobile app. A convenience fee is applied to each ParkMobile transaction. Tip: Take a picture of your license plate with your smartphone because refunds will not be given, or citations excused for information that is entered incorrectly.

- Restricted Spaces – University invited guests and general visitors may not park in USD Official Vehicle Only spaces or red curb emergency zones.

- Posted Signs – Please read and abide by all signs posted on cones and/or barricades before parking to ensure you do not park in a reserved or closed area.

Accessible Parking Spaces/Corridors – Vehicles displaying a valid ADA hangtag/license plate and a valid USD e-permit are authorized to park in any designated accessible parking space on campus. If no accessible parking spaces are available, such vehicles may park in white-lined Commuter (C) or Faculty/Staff (FS) spaces, USD tow-away zones, or time-restricted loading zones. Any vehicle displaying a valid ADA hangtag/license plate must pay at a pay station when parking in any metered parking area on campus. Any vehicle illegally occupying or blocking accessible parking spaces or aisles will be cited and/or towed.

Parking Services can assign a USD-only temporary ADA permit to students who provide documentation (from an off-campus, licensed medical/clinical provider) of a verified disability to the Disability and Learning Difference Resource Center (DLDRC). Documentation should be submitted to disabilityservices@sandiego.edu for DLDRC review. Upon approval by the DLDRC, Parking Services can issue a 14-day temporary ADA permit. If a disability parking permit is needed for a longer period, please obtain a placard from the DMV.

Employees: Please contact hr@sandiego.edu to request a temporary ADA permit valid for up to 14 days.
In compliance with the California Vehicle Code Section 22511.56, any Parking Services or Department of Public Safety personnel may confiscate ADA hangtag/license plates that are being misused. For more information, please visit the California Vehicle Code, Section 22511.56.

Loading/Unloading and 15-minute spaces – All loading/unloading zones have a 15-minute time limit and are available to any vehicle with a valid USD parking permit. These areas are continuously monitored. They are for active loading or unloading only. Once finished, you must move your vehicle to a designated parking space. Re-parking to extend the 15-minute limit is not permitted.

USD Official Vehicles Only – These spaces are reserved 24 hours a day, 7 days a week for USD Official Vehicles.

Red Curb – Vehicles are not permitted to park, load, unload, sit, or wait in a red zone/fire lane at any time, per the California Vehicle Code, Section 22500.1. Unauthorized vehicles are subject to citation and/or tow.

Electric Vehicle – EV (electric vehicle) spaces are identified with "EV Only" signs and vehicle charging stations. Non-electric vehicles parked in EV spaces are subject to citation and/or tow. EVs must have a valid USD parking permit and be actively charging while parked or be subject to citation. Once an EV is charged, it should be relocated to another legal space to allow others to charge their vehicles. Charging your electric vehicle using any USD outlet is prohibited.

Special Note about First Year Resident Students – First-year resident students, defined as students who have completed less than 30 units, are not allowed to park on campus. Exceptions may be granted for verified medical or disability-related needs, or for consistent off-campus employment. To obtain a permit, students must formally request and receive approval prior to parking. Please log in to My Parking Account to submit a First-Year Parking Exemption Application for the current academic year. If you are looking for medical exceptions, please email wellness@sandiego.edu. First-year exemption permits will be restricted to parking in **G3 and G4 (Manchester Village Garages)** unless a vehicle is displaying a valid, DMV-issued ADA placard or license plate.

Beginning their second year, resident students may bring a car to campus and purchase a parking permit. Transfer students who have completed a full school year (30 units) are allowed to buy parking permits.

Off-Peak Parking Opportunities – After 4 p.m., permit holders may park in these designated areas per permit type. Off-Peak Parking opportunities expire on weekdays at 7 a.m. Vehicles are subject to citation/tow if parked outside of their assigned permit area on weekdays from 7 a.m. to 4 p.m.

- Perimeter permit holders (PR) may park in any level of the West Parking Structure.
- Resident permit holders (AV, MV, and VLY) may park in the West Parking Structure/Lot (WPS/W1), Gravel Lot (W2), Proximity lots, Commuter lots and Faculty/Staff lots.
- West Parking permit holders (WP) may park in Faculty/Staff lots (Main and West Parking Structures) and Commuter lots.
- Faculty/Staff permit holders (FS) may park in Proximity lots.
- Commuter permit holders (C) may park in Faculty/Staff lots and Proximity lots.
- Proximity permit holders (PX) may park in Proximity lots outside of their assigned Proximity lot.

Overflow Parking – On the occasions in which a permit holder cannot find a space in their primary parking area, a permit holder may park in the following locations:

- Proximity holders may park in the Main and West Structures or Perimeter lots.
- Faculty/Staff and Commuter permit holders may park in the Main and West Structures, or Perimeter lots.

For the safety of pedestrians and to reduce congestion, please park once and use the tram or other mobility options to move around campus throughout the day.

Permit Refunds

- **Employees:** A refund will be processed at a prorated rate ($21/day or $40/week) within 30 days of the date the permit is purchased. No refunds are processed after 30 days (except for separation from the university). No parking permit refunds are given to faculty and staff who pay for a permit by payroll deduction.

- **Students:**
    - Permit refund for student withdrawal: the amount refunded will be based on the parking permit cost for the specific semester. For example, if a student withdraws from USD anytime during the Fall semester, we will refund based on the fall semester permit price. If the student withdraws in the Spring, there will not be any refund for Annual permits. If the student purchases a Spring permit and withdraws, the below refund rules will apply.
    - Permit refund for reasons other than student withdrawal will be issued up to 30 days from the date of purchase according to the following schedule, regardless of usage:
        - 1 week after purchase = 75% of permit cost
        - 2 weeks after purchase = 50% of permit cost
        - 3 weeks after purchase = 25% of permit cost
        - 4 weeks after purchase = 0%
    - Refund rules only apply to permits purchased at the full-time rate. No refund for discounted permits.
- No parking permit refunds will be made for general visitor permits.
- No parking permit refunds will be made for summer conferences or summer-related programs.
- An approved request for a refund will be honored upon proof of withdrawal from USD.

FMLA Leave (Effective Date January 1, 2024)

- Eligibility:
  - Employees eligible for prorated permits must be covered under FMLA for an approved leave.
- Proration:
  - A prorated amount will be credited to the employee. This means that the credit will be adjusted based on the portion of the FMLA leave or time period when the employee will not be on campus.
- Application Process:
  - Human Resources will complete on behalf of the employee a parking proration form, which will be submitted to Parking Services. Parking Services will route the form to USD payroll if an employee is on payroll deduction. If an employee has paid in full with a credit card, the prorated amount will be credited to the original credit card on file.
  - The request must be submitted within 15 days of the start and/or return of their FMLA leave.
- Permit Duration:
  - The prorated permit will not be valid for the duration of the approved FMLA leave.

C. TRAM SERVICE

Please visit the Tram Services website for route information and service hours. Route information and service times are subject to change.

D. ALTERNATIVE MODES OF TRANSPORTATION

Carpools – Carpool spaces are reserved from 7 a.m. to 10 a.m., Monday through Friday, for vehicles with a valid carpool permit, which can be requested from the Main or West kiosk. **The driver is responsible for registering the vehicle immediately after scanning the carpool permit link from the kiosk staff.** If a permitted carpool vehicle leaves the space, the vehicle may not return to park in a carpool space after 10 a.m. Carpool permits are subject to availability, to vehicles having two or more people of legal driving age (driver plus at least one passenger). Carpool permits are only available to vehicles with a valid USD Commuter, Faculty/Staff, or WPS permit. Proximity and Perimeter e-permit holders, as well as Resident students, are not eligible for carpool permits. Carpool spaces are available in G1 - IPJ Garage), G2 - Mother Rosalie Hill Hall Garage), MPS - Main Parking Structure, and S9 - Hughes East Lot. These spaces are identified with carpool signs placed in front of each space. A carpool permit is valid in any of the

carpool spaces on campus; however, there is no guarantee that a carpool space is available in a specific lot.

Fresh Air Permit – Fresh Air Permits are available at no charge to employees who typically use an alternate mode of transportation to commute to campus (e.g., ride a bike, take the trolley, carpool, etc.). The Parking Services Office issues Fresh Air permits on a per-semester basis, which allows parking up to 16 days per semester. Fresh Air Permits are valid only in MPS (Main Parking Structure) and WPS (West Parking Structure). Please contact Parking Services at parking@sandiego.edu for more information.

The Dates for the semester are as follows:

- Fall Semester: August 1 – January 31
- Spring Semester: February 1 – July 31

E. SPECIAL PARKING SITUATIONS

Alumni Parking – Daily parking is available by paying at the parking meter in MPS (Main Parking Structure) for $21 per day or WPS (West Parking Structure/Lot) for $18 per day. Alumni needing frequent campus access may purchase a discounted weekly permit for $40 through the Parking Services Office. A valid Alumni Card is required to receive the discounted weekly rate. For Alumni Card information, contact the Alumni Relations Office at alumni@sandiego.edu or 619-260-4819.

St. Francis Seminary – Permits are available at no cost to seminarians and employees of the St. Francis Seminary. Parking is restricted to the St. Francis Seminary parking area only.

Construction Vehicles – All construction vehicles parking permit requests must be submitted by the university project manager to Parking Services at least three (3) business days before the permit is needed.

Vendor and Service Vehicle Parking – Vendor or service vehicle parking permits are available to external vendors who service the campus and need to load/unload or access equipment from their vehicles. The Vendor's USD Contact/Coordinator must email parking@sandiego.edu to request a vendor permit, at least three (3) business days before the permit is needed. Vendor permits are not available to current students or employees. These permits are not valid in any accessible parking, reserved, or metered spaces and fire lanes. Long-term vendor parking permits are available in the Gravel Lot.

Long-Term Parking – Long-term vehicle storage is permitted only during USD holidays, intersession, and summer breaks. Vehicles must be parked in WPS (West Parking Structure), W1 (West Lot), or W2 (Gravel Lot) and must have a valid USD e-permit for the entire duration. Overnight occupancy or sleeping in vehicles on University property is not permitted.

F. PARKING ENFORCEMENT AND CITATIONS

The university utilizes License Plate Recognition (LPR) to confirm vehicles are parked in their designated areas. License plate recognition technology captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.

Parking Citation Issuance and Notification

Citations for parking violations are issued electronically. Notification of the citation, including details of the violation and payment instructions, will be sent to the email address associated with the vehicle's registration. In instances where a valid email address is not available, a physical paper citation will be affixed to the vehicle's windshield. It is the vehicle owner's responsibility to ensure their contact information, including email address, is current and accurate.

In addition, any Parking Services employee or Public Safety Officer may enforce the rules and regulations within this manual. Parking on USD property is a privilege, not a right. A vehicle shall not be parked, be left standing or idle unless it complies with USD's parking rules and regulations. Failure to do so may result in fines, relocation, impound, parking location restrictions, loss of vehicle privileges, loss of parking privileges or future ineligibility to obtain USD parking permits. Violation of these rules may result in disciplinary action taken against students, employees, university invited guests or general visitors. The Office of Parking Services may remove parking privileges or ability to purchase a USD parking permit. Students may be found in violation of the Student Code of Conduct #8 and #15, and a Student Conduct Report may be filed with the Department of Public Safety. Please plan ahead and allow sufficient time to get to your desired destination. Lack of convenient parking is not a valid reason for parking illegally.

Fines are assessed following the penalty escalation schedule published and enforced at the time of the violation. Fines imposed for violating these rules will be the sole responsibility of the individual who purchased the permit. The person obtaining the USD permit is responsible for all citations issued to each vehicle registered to that person. The owner/driver of the vehicle

will be held responsible. If previous citation fines assigned to a vehicle are unidentified due to lack of permit and this vehicle is subsequently documented with a USD permit, these citations and fines will be applied retroactively. If you loan your vehicle to another person, you are obligated to inform them of the parking rules and regulations. Registered owners are liable for all citations issued to their vehicles regardless of who was driving at the time of the infraction.

The following is a list of all violations and fines.

VIOLATION	FINE	AFTER 21 DAYS
Exceeding Time Limit	$25	$50
Fraud Use of Citation	$100	$200
In a Carpool Space Without a Carpool Permit	$25	$50
No Valid Permit OR Meter Payment	$75	$150
Not Actively Charging in EV Space	$25	$50
Occupying Multiple Spaces/Not in a Marked Space	$50	$100
Parked Against the Flow of Traffic	$200	$400
Parked in Accessible Parking (ADA) Space/Access Corridor	$350	$700
Parked in Fire Lane/Red Curb	$200	$400
Parked in USD Official Vehicle Space	$75	$150
Parked Outside Assigned Area	$50	$100
Permit Not Allowed in Reserved Space/Area	$100	$200
Permit Sharing	$100	$200
Plate View Obstructed	$25	$50
Reserved Space/Area	$100	$200
Vehicle Tow/Relocate	$150	$300

Payment of Parking Citations

Online Payment – Citations may be paid online by credit card within 21 days of issuance. If a citation is not paid or appealed within 21 days, the fine will double. Unpaid student citations will be transferred to the student account and must be paid through the MySanDiego portal or the Cashier's Office (Hughes Building). Employees with outstanding citations are not eligible to purchase a parking permit until all citations are paid.

Payment in Office – Credit card payments (excluding American Express) are accepted in the Parking Services Office. If the citation is past due, please include any applicable late fees in addition to the original fine amount.
Payment by Mail – Citation payments may be mailed to the following address:

University of San Diego
Parking Services
5998 Alcala Park
Durango Building, Suite E1
San Diego, CA 92110

Please make checks payable to the University of San Diego and include the USD ID number and/or citation number on the check. Do not send cash through the mail. Please include all additional fines that may apply to the citation. If unsure of the total fine amount, please contact Parking Services before mailing a check.

Escalation of Fines

The fine amount will double:

- If a citation is not paid or appealed within 21 days of receipt
- When there are three (3) or more citations for the same type of violation

Further violations of parking regulations may result in the suspension of some or all parking privileges on campus. If Parking Services finds operators in violation of these further restrictions, the operator's vehicle will be impounded at the owner's expense and all parking and driving privileges on campus will be revoked. If a student is found in violation of the Student Code, a Student Conduct report will be filed with the Department of Public Safety. For more information regarding escalating fines, suspension, or revocation, please contact the Parking Services Assistant Director or Supervisor.

For students, the fine amount for any outstanding citation will be transferred to the student's account after 21 days and the fine will double. Failure to pay a student account balance will result in a hold being placed on student registration, academic records, or transcript requests. It may subject the permit holder's vehicle to impound.

For employees, failure to pay or appeal a citation within 21 days will result in the fine doubling and will prevent the purchase of future permits and/or subject the permit holder's vehicle to impound. All driving privileges at USD will be suspended until all parking fines are cleared, or a payment plan has been established.

Appeals Process

All appeals must be submitted:

- Online
- By the vehicle operator who received the citation
- Within 21 days of the date of issuance of the citation

Parking Services will NOT accept:

- Appeals submitted for major violations - ADA and Fire Lane
- Appeals submitted by email
- Third-party appeals
- Appeals submitted outside of the 21-day period, regardless of the reason

Lack of knowledge, available space, lack of time, or the inability to pay a citation are not considered valid reasons for violating parking regulations and will not be considered acceptable appeal reasons.

Once an appeal is submitted, no further action will be taken until a decision is made. After the decision is issued, the escalation timeline resumes.

Re-Appeal Process

Undergraduate students who wish to contest an appeal decision may follow a re-appeal process, overseen by the Associated Student Government. Re-appeals must be submitted within 7 days of the initial appeal decision. Prior to registering for a re-appeal, the citation(s) must be paid in full. Once paid in its entirety, fill out the re-appeal form on the Parking Services website. All re-appeal requests must be submitted at least two days prior to the re-appeal meeting date that is being requested on the form.

Undergraduate student re-appeals are scheduled by the Associated Student Government, with a guaranteed minimum of eight re-appeals per meeting. Please refer to the Associated Student Government Judicial Branch By-Laws for more information on student rights or contact your student representative. The available re-appeal meeting dates are posted on the re-appeal form on the Parking Services website.
Graduate, Law students, and employee re-appeals are scheduled through Parking Services by email. The citation(s) must be paid in full before setting an appointment.

Relocation and Impound of Vehicles

USD reserves the right to either relocate or impound vehicles through the use of an off-campus agency. During the course of a relocation or impound, it may be necessary for an authorized employee of USD or the tow company to access the vehicle. USD assumes no responsibility for damage to a vehicle as a result of being impounded or relocated or when a Public Safety Officer or other employee is assisting with help-related services. Please contact the Parking Services Office Monday through Friday between 9 a.m. and 5 p.m. or the Department of Public Safety after hours if you believe your vehicle has been relocated or impounded.

Vehicles may be relocated when considered necessary by the Parking Services Office. Relocated vehicles will be placed in another area of campus and may be retrieved by the registered owner. A $150 relocation fee will be added to the citation upon relocation.

Vehicles are subject to impoundment pursuant to California Vehicle Code Section 22658 when the vehicle has been issued a notice of parking violation and 96 hours have elapsed since the issuance of that notice or if parking/driving privileges have been revoked. Impounded vehicles will be removed by an outside agency and may be picked up by the registered owner or legal agent only after paying an impound fee. Vehicle and personal information may be collected by USD from the agency. Unresolved citations and associated fines will be assigned to whomever the vehicle is released after impoundment.

G. LOSS, DAMAGE OR THEFT

Owners are solely responsible for loss, damage or theft to their vehicles and contents while on USD property. The Parking Services Office recommends always locking your vehicle when parked on campus, and ensuring that no valuables are left in your vehicle. If you are a victim of theft on campus, please file a report as soon as possible with the Department of Public Safety. Additional safety tips can be found on the Department of Public Safety's website.