



PARKING AND TRAFFIC OPERATIONAL MANUAL

2020-21 Academic Year
Volume 28



TRANSPORTATION SERVICES
VIRGINIA TECH

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The mission of the Virginia Tech Office of Parking and Transportation is to provide safe and convenient parking areas for members of the university community and guests.

The university president has appointed an advisory committee, comprised of students and employees, tasked with the overview of the Office of Parking and Transportation. The Office of Parking and Transportation Committee makes recommendations on general policies relating to traffic and parking matters on campus.

GENERAL INFORMATION

Regulations are needed to aid in safe and orderly conduct of university business, as well as to provide parking facilities within the limits of available space. These procedures are to be obeyed by students as a condition of attendance and by faculty/staff members as a condition of employment. For the purpose of this manual, customer status will be defined based on the designation in Banner. If an individual has a faculty, staff, or student designation in Banner, they must purchase the permit type that corresponds to their status if they wish to park on campus. If an individual has a faculty, staff, or student status in Banner, they are not eligible for a Visitor permit.

Changes in these procedures and notices about parking procedures for special events are official when listed on the Parking Services website, parking.vt.edu.

If you have any questions, comments, or suggestions, call the Office of Parking and Transportation at 540-231-3200 or visit the office at 505 Beamer Way.

VEHICLE REGISTRATION

The purchase of a permit does not guarantee a parking space, but merely allows for legal parking in specific areas of the campus. The display of a permit or payment of a fee is required from 7 a.m. to 10 p.m., Monday through Friday (unless otherwise noted by a sign). This is in effect whenever the university is open, including when classes are not in session and during semester breaks.

WHO MUST REGISTER

All vehicles, motorcycles, and motor scooters on campus are required to be registered with the Office of Parking and Transportation. Vehicles parked on property that receives service from the Office of Parking and Transportation are required to display a parking permit (government vehicles excluded). For more information, call the Office of Parking and Transportation at 540-231-3200.

An individual may register more than one vehicle since the hangtag style permit can be moved from one another. Individuals having two vehicles parked on campus at the same time must have each vehicle registered and displaying a valid permit in each (see [Daily Permit](#) section).

A vehicle can be registered to only one person. Only one permit type per vehicle is allowed. Sharing permits (except as authorized with a Carpool permit) and other unauthorized uses may result in an unauthorized use fine (refer to [page 20](#) for details). If a vehicle is shared by two persons needing different permit types, the Office of Parking and Transportation needs to be notified before the vehicle can be registered.

HOW TO PURCHASE

A vehicle is registered once a parking permit is purchased and displayed. Vehicle registration is valid until the registrant is no longer affiliated with the university or until the permit expires.

All parking permits are the property of the university and must be surrendered to the Office of Parking and Transportation when university affiliation either changes or ceases.

PERMIT PRICES JULY 2020 – JUNE 2021

Permit Type	Faculty/Staff	Wage	R Student	C/G Student	C/G Perry St
Year Permit	\$360	\$360	\$450	\$315	\$415
Semester	\$212	\$212	\$256	\$169	
Summer Permit	\$121	\$121	\$144	\$90	
Carpool-Year	\$243	\$243	N/A	\$211	
Carpool-Semester	\$151	\$151	N/A	\$115	
BB&W Year	\$80	\$80	N/A	\$80	
BB&W Semester	\$40	\$40	N/A	\$40	
Daily Permit	\$6	\$6	\$6	\$6	
Replacement	\$20	\$20	\$20	\$20	

Permit Type	Faculty/Staff	Wage	R Student	C/G Student	C/G Perry St
Motorcycle/Moped Year	\$180	\$180	\$225	\$158	
Motorcycle/Moped Semester	\$106	\$106	\$128	\$85	
Motorcycle/Moped with Hangtag	\$20	\$20	\$20	\$20	
Year Permit Remote Parking Lot	\$30	\$30			
F/S Quarterly	N/A	\$121	N/A	N/A	
F/S Monthly	\$32	\$32	N/A	N/A	
Turf	\$50	\$50	\$50	\$50	

PARKING PERMIT REFUNDS

Parking Services provides refunds for permits based on the established refund schedule (see below). All refunds will incur a \$10 administrative fee and will be processed based on the procedures required by the Bursar's Office for returning cash, check, credit card, or student account payments. In order to request a refund, the permit holder must fill out a refund request form and return their valid permit to Parking Services. The refund will be processed as of the date Parking Services receives the returned permit. Please note that daily, monthly, quarterly, and summer permits do not have a refund value.

REFUND SCHEDULE - RETURN PERMIT REMAINING VALUE

	Annual	Fall	Spring	Summer
August 16-31				
September 1 - 15	93%	83%		
September 16-30	86%	66%		
October 1-15	79%	49%		
October 16 - 31	72%	32%		
November 1 -15	65%	15%		
November 16-30	58%	0		
December 1 - 15	51%	0		
December 16-31	44%	0		
January 1 -15	37%			
January 16-31	30%		83%	
February 1-15	23%		66%	
February 16-28	16%		49%	
March 1-15	10%		32%	
March 16-31	4%		15%	
April 1-15	0		0	
April 16-30	0		0	
May 1-15	0		0	
May 16-31	0		0	0
June 1-15	0		0	0
June 16-30	0		0	0
July 1-15	0		0	0
July 16-31	0		0	0
August 1-15	0		0	0

Permits can be paid for using cash, checks made payable to "Treasurer, Virginia Tech," Visa, Master Card, and Hokie Passport. Full-time employees and graduate assistants may also pay for permits through payroll deduction. The amount deducted per each pay period for F/S annual permits is \$15.65, for spring semester permits, \$30.29, and

\$7.83 for the yearly Motorcycle/Moped permit. This option is available until September. Only yearly and spring semester F/S and Motorcycle/Moped permits are available with payroll deduction.

If payroll deduction is selected as the payment method for a parking permit and Virginia Tech employment ends, the remaining balance due for the parking permit will be deducted from your final paycheck. For a refund, you will need to return the permit to the Office of Parking and Transportation. See [page 5](#) for refund percentage. Refunds will only be processed for permits that have been received by the Office of Parking and Transportation.

STUDENT REGISTRATION

You are recognized as a student until your name has been removed from the student roster. To complete a student registration form bring your vehicle registration from the Department of Motor Vehicles and Hokie Passport to the Office of Parking and Transportation or visit virginiatech.t2hosted.com. If the vehicle is not owned by the student or an immediate family member, the student must bring in a letter from the owner granting permission to use the vehicle. If the vehicle is owned by another student, it cannot be registered.

Students must be parked in student areas at all times. This applies whenever the university is open, including when classes are not in session and during semester breaks.

FACULTY/STAFF REGISTRATION

Bring your vehicle registration from the Department of Motor Vehicles and Hokie Passport to the Office of Parking and Transportation or visit virginiatech.t2hosted.com to register. Faculty and salaried staff employees are required to show a Faculty/Staff Hokie Passport when purchasing a permit in person. Wage employees are required to show a wage Hokie Passport. Hokie Passports can be obtained from the Hokie Passport Office at 100 Student Services Building. Faculty and staff or the individual's immediate family member must have legal ownership of a vehicle in order to register it for a parking permit. If the vehicle is not owned by the employee and/or their immediate family, the employee must bring in a letter from the owner granting permission to use the vehicle. Proof of vehicle registration is required for a F/S Carpool permit.

Full-time salaried employees are eligible to purchase full-year, and fall semester F/S permit using payroll deduction until September. Wage employees are not eligible for payroll deduction.

Wage employees are eligible to purchase a F/S Wage quarterly permit.

Faculty, staff, and students working on the Virginia Tech campus in Northern Virginia are also required to register their vehicles by purchasing a Virginia Tech parking permit. Registration forms are available through the Northern Virginia Center (NVC) coordinator. For more information, visit nvc.vt.edu/About-NVC/parking-nvc.

VISITOR PARKING

Parking Services is required, by state statute, to operate as a 100 percent self-supported auxiliary of the university. In order to meet our financial obligations and maintain parking on campus, Parking Services charges those that use its services. Parking on the Virginia Tech campus between the hours of 7 a.m. and 10 p.m., Monday through Friday, requires either the display of a valid university permit or payment of a fee. Some areas of campus are regulated 24 hours a day and signage is posted in these areas. Visitors to campus can park in a meter space, purchase a daily parking permit at the Parking Services Office, or purchase hourly or daily parking online at parking.vt.edu. Parking on campus without a valid permit or payment at a metered space will result in the issuance of a citation.

HOW TO DISPLAY

The registration procedure is not complete until the permit is properly displayed on the vehicle (e.g., on the rearview mirror facing the windshield). The permit must be displayed so that it is readable through the windshield by enforcement officers. Motorcycle/moped permits are to be displayed on the front fork of the motorcycle/moped.

NEW VEHICLES

Original permits (other than bumper style) can be transferred to a new vehicle by completing a registration form, and bringing it into the Office of Parking and Transportation offices. If the permit is the bumper style, the original permit must be returned to the Office of Parking and Transportation to receive a replacement permit for the new vehicle.

LOST OR STOLEN PERMITS

There will be no refund or free replacement for lost or stolen permits. Replacement permits may be purchased for \$20 after completing a lost/stolen permit report at the Office of Parking and Transportation. Purchasers are encouraged to lock their vehicles and safeguard their permits.

If the original permit is found, then it must be returned to the Office of Parking and Transportation. Failure to do so could result in an unauthorized use fine (refer to [page 14](#) for details). Parking citations will be written each time the permit is displayed in a vehicle on campus. In accordance with parking procedures, when a balance of \$200 or more accumulates, the vehicle will be towed or booted.

RETURN CHECK POLICY

The Office of Parking and Transportation will assess a \$50 fee for all returned checks, e-checks, direct debits, and any valid charge disputed to your bank. If the payment for a parking permit is returned or disputed, then the parking permit will be considered invalid.

PERMIT CLASSIFICATIONS

All parking permits for the categories listed below are issued by the Office of Parking and Transportation.

RESIDENT (ON-CAMPUS)

This permit is available for those students who live in the residence halls.

This permit allows parking on the right side of the Duck pond Road Resident Lot which is the lot at the west end of Washington Street, the Stadium Lot (between Lane Stadium and Southgate Drive, and the Chicken Hill Lot. Parking is not permitted in the Stadium Lot nor the Chicken Hill Lot at certain times before home sporting events as noted in the Football and Basketball Parking Restriction sections of these procedures. Permit holders must comply with all posted lot disruption notices.

COMMUTER (OFF-CAMPUS)

This permit is available for students living off campus.

This permit allows parking in the Commuter section of the Duck Pond Road Lot (nearest the Virginia-Maryland College of Veterinary Medicine at the west end of Washington Street), the Commuter section of Litton-Reaves Lot (Wallace/Litton-Reaves), the Track/Soccer Lot, the Duck Pond Overflow Lot beyond the golf course at the end of the Duck Pond, and the Smithfield Road Lot off of Smithfield Road. Commuter permit holders may also park in lots designated for Resident Permits and designated portions of the Coliseum Lot, except at specific times as noted in the Football and Basketball Parking Restrictions section of these procedures. Permit holders must comply with all posted lot disruption notices.

OAK LANE

This permit is eligible for students living in the Oak Lane Community. This permit allows parking in the Oak Lane Community and in the F/S spaces Monday through Sunday in the Owens Lot from 4:30 p.m. to 9:30 p.m. and the Dietrick Lot from 4:30 p.m. to 12:30 a.m.

COMMUTER PERRY STREET PERMIT

This permit is available to students living off campus. This permit allows parking in the Commuter Perry Street area lots. These lots include the Prices Fork Lots 5 and 6. Commuter Perry Street permits are also valid in all lots designated for Commuter or Resident permits.

GRADUATE

This permit is available for graduate students living off campus, in Hillcrest, the Graduate Life Center, or Special Purpose Housing. This permit allows parking in all areas listed in the previous commuter section. This permit also allows students to park on the Drillfield after 5 p.m. Permit holders must comply with all posted lot disruption notices.

GRADUATE PERRY STREET PERMIT

This permit will allow graduate students to park in the Commuter/Graduate Perry Street Lots. These lots include the Graduate Perry Street spaces in the Perry Street Garage and the Prices Fork Lots 5 and 6. Graduate Perry Street Permits can park in any lots designated Commuter or Resident.

REMOTE COMMUTER/GRADUATE C/G LOT PERMIT

This permit allows students to parking in the new Remote C/G lot, located at the corner of Smoot and Innovation Drives.

STUDENTS PLEASE NOTE

If a student's status changes to faculty/staff before the expiration date on the permit, the student permit must be exchanged for a faculty/staff permit within five working days. Students enrolled in summer classes or returning fall semester with wage jobs at Virginia Tech over the summer are not eligible to purchase a F/S permit.

If a student's status changes from resident to commuter or vice versa, the parking permit must be exchanged for the appropriate permit within five working days. Students displaying incorrect permits will receive an unauthorized use fine (refer to [page 15](#) for details).

A few lots are restricted for faculty/staff 24 hours a day, seven days a week. These include the Owens and Dietrick Dining Hall Lots, Hahn Hurst Basketball Lot, the Basketball Extension Lot, the Pamplin Lot, and the Clay Street Lot.

FACULTY/STAFF (F/S)

The F/S permit allows parking in any legal parking area on campus. This includes faculty, staff, commuter, graduate, and resident parking areas. Parking is not allowed in areas restricted by signs such as visitor spaces, service vehicle areas, carpool spaces, admissions areas, etc. New employees, see the Temporary New Employee Parking permits section on [page 11](#).

F/S permits are issued to salaried (full or part-time) and wage employees working for Virginia Tech. Graduate teaching assistants, graduate research assistants, and part-time salaried or wage employees who are students are not authorized to purchase a faculty/staff permit. Faculty and staff are only allowed one permit type at a time. The only exception is a Motorcycle/Moped permit that can be added to an existing F/S permit. Faculty and staff are not allowed to purchase more than one F/S permit. Exceptions to this policy will require vice presidential or higher approval.

If F/S changes to student status before the expiration date on the permit, the F/S permit must be exchanged for a student permit within five working days. Failure to do so will result in a \$175 unauthorized use fine (refer to [page 15](#) for details).

Employees with 30 years of service become eligible for a free F/S permit in their anniversary month.

There will be a \$20 charge for replacement permits if lost or stolen. Contact Human Resources at 540-231-9331 for details. Permit holders must comply with all posted lot disruption notices.

GENERAL PARKING

If you display a F/S, Commuter, Graduate, or Resident permit, you may park in areas designated for general parking. These areas include the Visitor Information Center, Health and Safety, and Tennis Pavilion. No boats or trailers will be allowed to purchase a permit or park on campus. All vehicles must comply with all posted signage on campus.

ALL ACCESS

The All Access (AA) parking permit is an optional permit for all vice presidents, deans, and equivalents. The AA permit provides additional access for senior administrators that require frequent travel campus-wide for meetings and events.

PERMIT TYPES

ONE-YEAR PERMITS

These permits go on sale in August and are valid from then until the expiration date on the permit.

SEMESTER PERMITS

Fall semester permits go on sale in August and are valid from then until Dec. 31 of the current year. Spring and summer semester permits are available Dec. 1 and expire based on the date on the permit.

QUARTERLY PERMITS

F/S quarterly permits go on sale in August and are valid from then until the expiration date on the permit. These permits are available to all faculty, staff and wage employees.

MONTHLY PERMITS

F/S monthly permits will be available beginning in August and are good for a month at a time. These permits are available to all faculty, staff, and wage employees.

STAFF REMOTE PARKING PERMITS

The Office of Parking and Transportation operates a Remote Parking Lot for staff. This permit allows staff employees in all pay bands who are in a salaried full or part-time position to park in the Chicken Hill Lot at a significantly reduced rate. Non-student wage employees in all pay bands are also eligible to participate. A shuttle provides transportation to the core of campus for individuals who are not located adjacent to the Chicken Hill Lot. Employees who purchase this permit and may need to park in a lot on central campus occasionally (for example, to go to a doctor's appointment) will be provided with three daily passes per year at no additional charge, which may be used throughout the year. If additional daily permits are needed, they may be purchased for \$6 per day. Daily permits can be purchased at the Office of Parking and Transportation located at 505 Beamer Way.

STUDENT REMOTE PARKING PERMITS

The Office of Parking and Transportation operates a Student Remote Parking Lot for graduate and commuter students. This permit allows students to park in the Off Campus Student Remote Parking Lot at a significantly reduced rate. A shuttle provides transportation to the core of campus for individuals who choose to park in this lot. Students who purchase this permit and may need to park in a lot on central campus occasionally (for example, to load/unload) will be provided with three daily passes per year at no additional charge, which may be used throughout the year. If additional daily permits are needed, they may be purchased for \$6 per day. Daily permits can be purchased at Parking Services located at 505 Beamer Way.

DAILY PERMITS

These permits are available for \$6 per day for those who drive only occasionally or who bring a second vehicle. Daily permits may be purchased in advance and validated on the date of use. To purchase a daily permit, bring your vehicle registration from the Department of Motor Vehicles and Hokie Passport to the Office of Parking and Transportation, or visit virginiatech.t2hosted.com.

A daily permit allows parking in the area indicated on the permit for any one day selected by the purchaser. If you are a student, then you must scratch off "R" if you are a Resident, "C" if you are a Commuter or "G" if you are a Graduate. If you are Faculty or Staff, then scratch off "F/S." You must park in a parking lot that corresponds affiliation. You must also scratch off only for the day the permit is used. Scratch off the correct month, scratch off the correct day, and scratch off the correct year. Each of these fields must be scratched clearly. Failure to scratch off the correct affiliation or the correct field will result in an unauthorized use fine (refer to [page 15](#) for details).

HANGTAG PERMITS

These permits are available for the majority of vehicles on campus and can be purchased for a full year, a semester, or a wage quarter.

BUMPER PERMITS

These permits are available for motorcycle/moped. These permits can be purchased for a full year, or a semester. These permits are sold to faculty, staff, and students who drive a Motorcycle/Moped to campus.

BUS BIKE AND WALK (BB&W) PERMITS

The Bus Bike & Walk program (parking.vt.edu/alternative/Walk/bbw) is available to all Virginia Tech students and employees who wish to use alternative transportation methods as their primary means of commuting to campus (i.e. riding BT, Smart Way, bicycling, and/or walking). Employees must have an on-campus office address to register for the program. To register, fill out a Commuter Alternatives Program form at parking.vt.edu/content/dam/parking_vt_edu/forms/caps_form.pdf and follow the instructions listed.

Participants receive 16 discounted daily permits/semester at a cost \$2.50 per permit and access to Emergency Ride Home Services. This service provides participants with a ride to their vehicle, or local residence, in case of an emergency. This service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours a day, seven days a week. It is normally available for up to four free rides a year per participant. Participants are not eligible to purchase any other permits, except for additional daily permits at a cost of \$6 per day.

BB&W permits will be available for the first and second summer sessions. There will be six daily permits per summer session. The above rules and regulations apply to the summer BB&W program. There will be no replacements for these permits that are lost or stolen.

STUDENT CARPOOL PERMITS

Student Carpool permits are available for two or more commuter/graduate students who choose to share one permit. All carpoolers must come in together and each person in the carpool must complete a Commuter Alternatives Program registration form with the student carpool box checked, show a student ID, and provide proof of separate vehicle ownership. Students must have the majority of their classes held at an on-campus building. On-campus buildings have parking facilities that require a Virginia Tech parking permit. Students with Carpool permits cannot park on the Drillfield from 5 to 8 p.m.

If approved for a Student Carpool permit, participants will receive the following:

- ▶ One Student Carpool permit.
- ▶ Identified student carpool spaces in the front student commuter parking areas of the Coliseum Lot and the Litton-Reaves Lot. The Carpool permit may be used to park in a regular commuter parking space if it is more convenient or if all student carpool spaces are taken.
- ▶ No more than five no-charge daily permits will be given out per semester. These permits must be picked up, one at a time, as needed at the Office of Parking and Transportation.
- ▶ Emergency Ride Home Service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours a day, seven days a week. It is normally available for up to four free rides a year per participant.

Carpool participants are not eligible to purchase other parking permits, except extra daily permits. Student Carpool Permits are not valid for parking in F/S Carpool spaces.

FACULTY/STAFF CARPOOL PERMITS

F/S Carpool permits are available for two or more faculty/staff employees who choose to ride together and share one permit. Participants must come in together and each person in the carpool must complete a parking registration form with the carpool box checked, present a Faculty/Staff ID, and provide proof of separate vehicle ownership. Each carpool participant must have an on-campus or CRC office address.

If approved for a F/S Carpool permit, participants will receive the following:

- ▶ One F/S Carpool permit.
- ▶ Identified F/S Carpool spaces in the front of the following faculty/staff parking areas: Derring, Perry Street, Architecture Annex, Engel, Coliseum and Southgate Center. (Subject to change depending upon preferences of participants). The F/S Carpool permit may also be used to park in the regular F/S spaces or the student carpool spaces if it is more convenient or if all F/S carpool spaces are taken.
- ▶ No more than five no-charge daily permits will be given out per semester.
- ▶ Emergency Ride Home Service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours a day, seven days a week a week. It is normally available for up to four free rides a year per participant.

Carpool participants are not eligible to buy other parking permits, except extra daily permits and they can purchase a Motorcycle/Moped permit at full cost.

VISITOR PERMITS

All university community members must display a permit or pay a fee to park on campus, from 7 a.m. to 10 p.m., Monday through Friday (unless otherwise noted by a sign). Visitors (non-students or non-faculty/staff) may park in any faculty, staff, visitor, or student parking space if they have a valid visitor parking permit and if the space is not restricted by signs. Some restricted areas include ADA spaces, carpool spaces, loading zones, service vehicle zones, timed areas, sidewalks, grass, admission areas, the Hahn Hurst Basketball Practice Facility Lot, the Basketball extension lot, Pamplin Lot, Owens Lot, and Dietrick Dining Hall Lots. Visitors are recommended to use the F/S section of Perry Street Lot, Litton-Reaves Lot, Coliseum Lot, Derring Lot, Perry Street Parking Garage, Washington Street, Litton-Reaves Extension Lot, and the North End Center Garage (payment required 24/7).

LONG-TERM VISITOR PARKING PERMIT

This permit is available for long-term visitors (at least six months) who visit the campus frequently (two times a week or more). Those needing this type of permit can apply by filling out a request form available at the Office of Parking and Transportation. If approved, the cost of the permit must be paid prior to issuance.

Students and faculty/staff are not eligible for long-term visitor permits. These permits are only valid when used by visitors (non-student or non-faculty/staff). Any contractor or person doing business with the university is not eligible for this permit. If the holder of the permit becomes a Virginia Tech employee or student, then the permit must be returned to Parking Services at the time of the status change. There will be a \$20 replacement charge on permits that are lost or stolen.

CONTRACTOR/VENDOR PARKING PERMIT

All contractor and vendor vehicles must display a university parking permit. The Contractor/Vendor permit allows company-owned “branded/logo” vehicles to use loading docks and service vehicle parking spaces as the primary places for parking while working on their project. Non-logo and personal vehicles may use the Duck Pond Lot as their primary place for parking while working on their project. The Contractor/Vendor permit allows vehicles to use F/S spaces up to two hours and loading docks and service vehicle parking spaces as the primary places for deliveries while performing their service.

VENDORS/DELIVERY VEHICLES

For Parking Services purposes, a vendor is an entity that sells goods or services to the university. Vendor vehicles displaying a valid permit may use loading docks and service vehicle parking spaces as the primary places for deliveries while performing their service. Vendor vehicles that need temporary access to land-locked buildings can drive on designated sidewalks and park in designated VBC pull-off areas. While designated sidewalks may be used to access land-locked buildings, there is no parking on any roadway, sidewalk, or turf. See VBC map for details at parking.vt.edu/content/dam/parking_vt_edu/vbc-quickguide.pdf.

Note: VBC Pull-off parking spaces in land-locked areas use a grid system that allows grass to grow. All pull-off spaces are marked with a “Service Vehicle” sign. All access routes on sidewalks are designated with “VBC Access Route” signs.

CONSTRUCTION CONTRACTOR VEHICLES

For Parking Services purposes, a contractor is defined as an entity, external to the university, that provides construction, construction-related maintenance and repair, or utility infrastructure services to the university. Company-owned contractor vehicles displaying a valid permit may use loading docks and service vehicle parking spaces as the primary places for parking while working on their project. Contractor vehicles that need temporary access to land-locked buildings can drive on designated sidewalks and park in designated pull-off areas. While designated sidewalks may be used to access land-locked buildings, no parking is permitted on any sidewalk. With an additional Turf Permit, contractors are allowed to park on turf areas while working on their project. No permit is needed within a fenced construction site.

The Office of Parking and Transportation reserves the right to restrict contractor vehicles parking at crowded long-term construction sites. In the event of this restriction, the Office of Parking and Transportation will designate a perimeter lot for employee parking. Transportation to and from the work site will be contractor's responsibility. No equipment/trailers are allowed in any parking lot on campus.

VBC REMOTE PERMIT

The Office of Parking and Transportation operates a new Remote Parking Lot for vendors and contractors. This permit allows vendors and contractors to park in the Chicken Hill Lot at a significantly reduced rate.

TEMPORARY PARKING PERMIT

This permit is available for faculty, staff, or students who need special parking arrangements. This permit includes the permit types of New Employee, Departmental Loading, and Temporary Medical Disability. There will be a \$5 replacement charge on permits that are lost or stolen.

- ▶ Temporary New Employee permit: All first-time new employees are eligible for a 30-day temporary parking permit. The permit begins with the first day of paid employment. Employees with a defined break in service are authorized to receive a second "no-charge" 30-day permit upon rehire. The defined break in service must be at least 90 days in duration and meet the definition of a "break in service" per Human Resources standards.
- ▶ The new employee must bring an employment validation form from the hiring department to the Office of Parking and Transportation and fill out a request form. It is recommended that this process be completed the first day of employment.
- ▶ Full-time Virginia Tech students who are employed by the university are not eligible for a new employee permit. Students enrolled in summer classes or returning fall semester with wage jobs at Virginia Tech over the summer are not eligible for a new employee permit.
- ▶ Temporary Departmental Loading permit: See the loading/unloading section under the **Special Needs Parking** section.
- ▶ Temporary Medical Disability permit: See the **ADA and Temporary Medical Disability Parking** section.

TURF PERMITS

These permits are issued by the Office of Parking and Transportation to vehicles requiring temporary parking on the grass except for construction equipment, loaders, graders, etc. The Office of Parking and Transportation shall decide who can obtain a Turf Permit. This permit does not allow parking on sidewalks and plazas. As a courtesy, do not park under trees. Refer to University Policy 5000: Facilities Usage and Events (section 2.7.4) for more information at policies.vt.edu/assets/5000.pdf. There will be a \$50 charge per permit for all non-state vehicles.

RETIREE PERMITS

These permits are issued by the Office of Parking and Transportation for retirees of Virginia Tech. A Retiree permit registration form must be completed and Retiree permits can be obtained at Office of Parking and Transportation. If requested, permits can also be mailed. If a retiree returns to work at Virginia Tech and is receiving a paycheck, then they must return their Retiree permit and purchase a F/S permit. If a retiree begins taking classes at Virginia Tech, then they must also return their retiree permit and purchase a Student permit. There will be a \$20 replacement charge on permits that are lost or stolen.

EDWARD VIA VIRGINIA COLLEGE OF OSTEOPATHIC MEDICINE (VCOM)

Faculty and staff with a joint appointment between Virginia Tech and VCOM will need to purchase a F/S parking permit when parking on campus. Individuals who are only employed by VCOM may get a Visitor permit.

All students of VCOM must purchase a Graduate permit when parking on the Virginia Tech campus.

ADA AND TEMPORARY MEDICAL DISABILITY PARKING

Note: If an individual requires special assistance, the Office of Parking and Transportation should be notified at 540-231-3200 for special arrangements.

ADA PARKING

ADA spaces on campus are exclusively for those persons displaying state-authorized DMV ADA license plates or permits. These permits are available to any individual who has a disability lasting six weeks or longer in duration. The Virginia DMV office nearest Virginia Tech is located at 385 Arbor Drive in Christiansburg. Only a state DMV ADA permit or license plate allows parking in ADA spaces and free parking at metered spaces.

Faculty, staff, or students displaying a DMV ADA permit or license plate are also required to display a Virginia Tech parking permit when parking on the campus.

Unauthorized vehicles parked in ADA spaces will be ticketed and towed at the owner's expense. See section on **Towing** for details on recovering a car.

ADA individuals may also use the Blacksburg Transit Para-Transit system, which has lift-equipped vehicles for on and off campus transportation needs. Call 540-961-1803 for more information.

TEMPORARY MEDICAL DISABILITY PERMITS

If the disability qualifies for an ADA permit, it should be obtained from the Virginia DMV (see ADA parking information above). If the mobility impairment is temporary in nature, a Virginia Tech temporary medical disability permit (TMD) is available, for students having mobility impairments lasting six weeks or less. Virginia State law prohibits the use of TMD permits at ADA spaces at any time.

The TMD permit allows students to park in F/S areas, and is valid only with a Virginia Tech Commuter, Graduate, or Resident permit. The remote permit is excluded. Persons with a TMD permit may park in metered spaces as long as the meter is paid.

A TMD permit can be obtained at the Office of Parking and Transportation by completing a request form and presenting a request slip from Student Health Services or a doctor's statement. This documentation must include how long the disability requires special parking. TMD permits can only be issued for a six-week period. If a special needs permit is needed for longer than six weeks, you will need to contact the Department of Motor Vehicles to inquire about an ADA permit.

Unauthorized use of a TMD permit carries an unauthorized use fine (refer to **page 15** for details) to the person displaying such a permit. There will be a \$5 replacement charge on permits that are lost or stolen.

SPECIAL NEEDS PARKING

Permission may be obtained from the Office of Parking and Transportation (7 a.m. to 5 p.m., Monday through Friday) or the Virginia Tech Police Department at all other times for temporary or short-term parking for emergencies and for loading and unloading only. Parking under this arrangement includes all legal spaces. This does not include parking in fire lanes, bus lanes, roadways, air intake zones, ADA zones, or metered spaces.

Permission must be obtained before parking and only Office of Parking and Transportation and the Police Department are authorized to grant permission to the individual(s). Anyone with a parking problem should contact Office of Parking and Transportation to seek a possible solution before parking illegally. Emergency flashers or signs on a windshield indicating the vehicle is disabled or loading/unloading are not acceptable notification.

LOADING/UNLOADING

Long-term parking is prohibited at loading docks, and other areas commonly used for loading. Thirty minutes is the maximum time allowed for loading and unloading. A current Virginia Tech parking permit and prior authorization is required to use this service. Authorization, recorded on the Office of Parking and Transportation green log sheet, can be obtained by calling Office of Parking and Transportation from 7 a.m. to 5 p.m., Monday through Friday, or the Police Department at any time during the day or night. (Parking Services does not green log in Owens, Dietrick, Hahn Hurst Basketball Lot, or the Basketball Extension Lots at all and cannot green log in after 4:30 p.m.) Please have your license plate and permit number available when you call. After the vehicle has been loaded or unloaded, it should be moved to a legal parking space. Vehicles in violation of this policy will be ticketed and/or towed at the owner's expense. The policy is enforced 24 hours a day, 7 days a week.

Students, faculty, and staff who need to load/unload on a regular basis may have their department request a Temporary Departmental Loading permit. Use of this permit is limited to 1 hour. This permit is for departmental use only and must be displayed with a valid university permit. The remote permit is excluded. Request forms can be obtained from Parking Services and should be filled out by the departmental liaison, supervisor, or course advisor.

Resident permit holders may park in most faculty/staff areas near residence halls after 2:30 p.m. on Fridays for loading and unloading. You are allowed to park for a maximum of 30 minutes without calling into Office of Parking and Transportation. However, Owens lot, Dietrick Dining Hall lot, and the Hahn Hurst Basketball Practice Facility lot, Clay Street, Pamplin Hall Lot, and the Basketball extension lot are reserved exclusively for faculty and staff 24 hours a day, 7 days a week.

DISABLED VEHICLES

The Office of Parking and Transportation and the Police Department should be notified immediately if an automobile is disabled. Emergency flashers or signs on the windshield indicating the vehicle is disabled are not sufficient. Any disabled vehicle in a roadway, blocking traffic, creating a hazard, or illegally parked in an ADA space will be towed immediately at the owner's expense. If the disabled vehicle is parked in a legal parking space, it is to be removed within 24 hours.

Parking enforcement officers are available to assist motorists in repairs such as jump starting vehicles. They also can assist motorists who have been locked out of their vehicles. This service (MAP: Motorist Assist Program) is available Monday through Friday, 8 a.m. to 9 p.m. by calling 540-231-6411. These services can only be provided in areas where a university parking permit is required.

Parking lots are not designed or intended for automobile repairs. If repairs become necessary, permission must be secured from the Office of Parking and Transportation or the Police Department. Permission will be granted only for minor repairs, and never for more than 24 hours.

SPECIAL-EVENT/SPECIAL-GROUP PARKING

Four weeks prior to the event, coordinators for large special events that anticipate 50 or more participants need to contact the Office of Parking and Transportation at 540-231-3200 for parking coordination.

The Office of Parking and Transportation will:

- ▶ Identify the most appropriate parking location for event participants. In most cases this will be in perimeter lots.
- ▶ Advise how to schedule convenient shuttles to bring participants from the designated event lot to the event location.
- ▶ Coordinate event parking permits.
- ▶ Coordinate placement of appropriate lot signs.
- ▶ Assist in assignment and training of lot attendant, if needed.

The Office of Parking and Transportation hopes that the use of Special Event Parking will lead to a reduction in the rate of conflict between the needs of parking customers on campus.

RESIDENCE HALL MOVE-IN/MOVE-OUT

Special parking arrangements are in effect for these periods. Thirty minutes is the maximum time allowed for move-in/move-out. Unless otherwise directed, there will be no parking on the grass or on sidewalks. Call the Office of Parking and Transportation for more information.

Faculty/staff parking areas affected by move-in and move-out are Washington Street, Kent Street, Owens Dining Hall Lot, Dietrick Dining Hall Lot, Engel Lot, Coliseum Lot, Basketball Practice Facility lot, and the south side of the Drillfield (War Memorial Gym area). Faculty/Staff are asked to find alternative parking in Litton Reaves Lot (Wallace/Litton Reaves), Stanger Lot, Prices Fork Lot/Perry Street Lot, Perry Street Parking Deck, and the Duck Pond lot beyond the golf course at the end of the Duck Pond. Faculty/staff should watch for additional information on signs posted in parking lots and/or in campus publications.

ENFORCEMENT

Only designated Office of Parking and Transportation and Police Department employees have the authority to enforce the parking rules.

The university reserves the right to prohibit or restrict parking on university property for special circumstances. Any individual who accumulates 10 or more citations in an academic year is considered to be abusing parking privileges and may lose parking privileges on campus for the remainder of that period. The Office of Parking and Transportation reserves the right to confiscate the parking permit attached to such a vehicle, and there will be no refund to the owner of that permit. In addition, the vehicle may be towed from campus at the owner's expense.

If a vehicle is parked illegally in the same space over 24 hours or on consecutive days, it may receive additional citations. Vehicles parked illegally and then moved to another illegal space may also receive additional citations.

EXPIRED METER

Virginia Tech has parking meters available to meet short-term parking needs of visitors, employees, and students. Most meters take nickels, dimes, and quarters. Parking permits (including visitor permits) never allow free parking at meters.

Meters are enforced from 7 a.m. to 10 p.m., seven days a week. Vehicles parking at meters for an excessive amount of time can be ticketed more than once.

Please notify the Office of Parking and Transportation before moving a vehicle from a defective meter so that the meter may be checked immediately.

PARKING IN AN UNAUTHORIZED AREA

Resident, Commuter, and Graduate permit parking is prohibited on campus streets and in F/S parking areas (except where signs designate otherwise) from 7 a.m. to 10 p.m., seven days a week. Parking at other times may also be prohibited as announced and/or posted in all parking areas.

Overnight parking (2 to 6 a.m.) on campus is prohibited except for university business. Residents displaying a resident parking permit are allowed to park in resident parking lots overnight. For non-residents to park overnight, they need to make prior arrangements with the Office of Parking and Transportation (7 a.m. - 5 p.m., Monday through Friday) or the Police Department all other times. Employees and students cannot use campus parking as residence and/or non-university business parking.

The policy for loading and unloading vehicles is outlined in the Special Needs section. Long-term parking in service vehicle spaces is also prohibited.

Only vehicles displaying an F/S permit are allowed to park in the Hahn Hurst Basketball Practice Facility lot, Basketball Practice facility extension lot, Pamplin Hall lot, Owens and Dietrick Dining Hall Lots. These lots are reserved for faculty/staff 24 hours a day, 7 days a week.

The Drillfield is reserved for faculty/staff displaying a valid parking permit, 7 a.m. to 10 p.m., seven days a week. Graduate students displaying a valid graduate parking permit will be allowed to park on the Drillfield between the hours of

5 p.m. to 8 p.m. Any other university permit is valid from 8 p.m. to 10 p.m.

Parking in designated service vehicle spaces (between white-painted control lines) is allowed after hours (10 p.m. to 7 a.m.) and on weekends unless otherwise noted by a sign. All service drives are considered to be fire lanes with no parking zones 24 hours a day, seven days a week. These areas include but are not limited to the Field House, Cochrane, Ambler Johnston, Cowgill, Miles, Pritchard, Litton Reaves, and Saunders. Regular service spaces are available for use after normal business hours (between 10 p.m. and 7 a.m., seven days a week unless signed otherwise).

Note: If you forget your permit on any given day, stop by the Office of Parking and Transportation to verify your registration and obtain a one-day permit before parking on campus. These permits are \$6 per day.

Persons registered with the Office of Parking and Transportation who are cited for inadvertently failing to display a permit, may request that their citation be voided. To make this request you must contact the Office of Parking and Transportation within 10 calendar days of citation issuance. This request may be made a maximum of three times within an academic year.

Vehicles not registered with the Office of Parking and Transportation prior to parking on campus will receive an "Unauthorized Area" citation.

PARKING IN A NO PARKING ZONE

Parking is only permitted in authorized, clearly identified parking spaces. Parking is not allowed in or on lawns, grass, loading zones, pedestrian crosswalks, ADA spaces, ADA access ramps, yellow lines or curbs, service drives, service vehicle spaces, and unmarked areas without specific authorization. Parking on any sidewalk is prohibited at all times. Bagged or covered signs indicate special purpose or no parking. Note that ADA access ramps are the stripped spaces next to ADA spaces and are considered part of the ADA zone. Refer to University Policy 5000:Facilities Usage and Events (section 2.7.4) at policies.vt.edu/5000.pdf for more information.

PARKING IN A ROADWAY

Parking is only permitted between white-painted control lines. Do not park in areas outside the white-painted control lines since these are considered to be roadways. Roadways designate safety zones established by traffic engineers to facilitate free and safe movement of emergency vehicles and other traffic moving into and out of the area. This applies to all areas whether they are painted yellow or not.

OTHER (MISCELLANEOUS NO PARKING SITUATIONS)

Vehicles are not permitted to occupy multiple spaces (double parking), park facing in the wrong direction, etc. This violation may also include any of the no parking zones mentioned in the above section.

MOTORCYCLES/MOPED

Motorcycle/mopeds are allowed to park in designated motorcycle/moped areas denoted by signs. If parked in a regular vehicle space, the motorcycle/moped must display the permit type required in that lot. Other types of vehicles are not allowed in areas that are designated for motorcycle/mopeds.

FACULTY PRINCIPAL

Faculty Principal spaces are reserved for faculty principal living on campus. Please refer to [page 18](#) for the towing policy.

EMERGENCY SNOW ROUTE POLICY

When there is any accumulation of snow, all streets and parking lots will have to be cleared of parked vehicles so the snow can be removed. Parking on emergency snow routes and most other areas of campus will be prohibited until the snow has been removed. Any vehicle parked so that it obstructs or interferes with the process of snow removal may be ticketed and towed at the vehicle owner's expense. Please adhere to media broadcasts as well as posted signs.

By midnight on the day that the snow emergency was declared, all resident students must have their cars parked in the resident lots (Duck Pond Road Resident Lot and Stadium Resident Lot). Resident cars that are parked outside of these areas are subject to ticketing and towing. Residents must remain parked in the resident lots until the snow emergency has been lifted.

The snow routes include all parking areas on the west side of the Drillfield, Washington Street, Kent Street, and Spring Road.

During times of inclement weather, call 540-231-3200 for specific information on available campus parking. When Virginia Tech is closed, only emergency personnel should park on campus.

OVERTIME PARKING

Timed parking areas (e.g., in front of Burruss Hall, drop-off spaces by the library, ATM spaces at the Bookstore, etc.) are strictly enforced to provide limited, short-term parking, for the purpose of brief business in certain areas for all university users. Vehicles parked in excess of time restrictions indicated on courtesy permits will also be in violation of overtime parking.

PARKING IN AN ADA ZONE

ADA parking spaces on campus are exclusively for those persons displaying valid state-authorized DMV ADA license plates or permits. Unauthorized vehicles parked in an ADA space will be ticketed and towed at the owner's expense. It is also a violation to park in ADA access ramps, which are the striped spaces next to ADA spaces.

PARKING IN A FIRE LANE, BUS LANE, OR AIR INTAKE AREA

Vehicles parked in fire lanes (designated by signs), bus lanes (designated by BT signs), or air intake areas (designated by air intake signs) will be ticketed and/or towed at the owner's expense.

UNAUTHORIZED USE OF PERMIT

The misuse, resale, fabrication, alteration, or unauthorized transfer of a Virginia Tech parking permit is illegal. Permits are required to be purchased from Office of Parking and Transportation. Permits are to be used only by the original purchaser and only on the vehicle(s) registered with Office of Parking and Transportation. Vehicles displaying lost, stolen, or fraudulent Virginia Tech parking permits will be ticketed, immobilized, and/or towed immediately. Campus police will be notified.

"Unauthorized Use of Permit" violations will be assessed against the person who purchased the permit or the person to whom the vehicle is registered with the DMV. An "Unauthorized Use of Permit" citation carries a \$175 fine and may carry a judicial referral and/or criminal charge.

Office of Parking and Transportation reserves the right to restrict the sale of permits for previous misuse of a permit.

Note: All parking violations are the responsibility of the person who purchased the permit or the person to whom a vehicle is registered with the DMV. Violations that are issued to a member of the immediate family of a faculty/staff member or student are assumed to have been committed by the faculty/staff member or student.

BICYCLES

See section on [Bicycle Information](#).

FOOTBALL AND BASKETBALL PARKING

Parking in specific lots on campus is prohibited during the football and basketball seasons. Please refer to the Office of Parking and Transportation website for current information regarding football and basketball parking. Failure to observe these regulations can result in towing.

Parking in the restricted parking lots is prohibited during any other special event when prior notice is given by the posting of signs the morning of the event. Failure to comply with these restrictions will result in the vehicle being ticketed and/or towed at the owner's expense. Special parking arrangements can be made by calling the Office of Parking and Transportation 7 a.m. to 5 p.m. and the Police Department after hours.

There will be a per game charge to park in designated public lots located on the Virginia Tech campus. Virginia Tech faculty/staff and students who have purchased a yearly or semester Virginia Tech parking permit are exempt from this charge. For more information call 1-800-VA-TECH-4 or visit hokiesports.com.

NORTH END CENTER GARAGE

A valid F/S or NEG parking permit, a validation from one of the retail tenants or Virginia Tech departments (Virginia Tech non-affiliates only), or payment of the daily fee is required to park in the North End Center Garage. Visitors must display a pull ticket and park on Levels 1 and 2. F/S must display a university permit or pull ticket and park on levels 2-6. Students must display a valid pull ticket and park on Level 7; the daily rate must be paid even with a valid Student permit.

OAK LANE COMMUNITY AND GRADUATE HOUSING PARKING

Undergraduate residents of the Oak Lane Community (Special Purpose Housing) qualify for an Oak Lane permit. Graduate students qualify for a graduate permit.

Residents of the Oak Lane Community (OLC) are only allowed to park overnight in the Oak Lane. When parking from 7 a.m. to 5 p.m., residents of Oak Lane Community must display a Virginia Tech parking permit issued by Office of Parking and Transportation. There will be a \$20 replacement charge on permits that are lost or stolen.

Visitors to the Oak Lane Community should park in the Overflow Lot adjacent to the Duck Pond on Oak Lane. Visitors need to make prior arrangements for transportation from the Overflow Lot to the Oak Lane Community. Residents of the Oak Lane Community and the Blacksburg Transit are convenient sources for such transportation. The F/S spaces at Oak Lane are enforced 24 hours a day, seven days a week.

Students displaying an Oak Lane decal will be allowed to park in the following F/S spaces, Monday through Sunday, at the following times:

- ▶ Owens Lot, 4:30 p.m to 9:30 p.m.
- ▶ Dietrick Lot, 4:30 p.m. to 12:30 a.m.

This permit does not allow parking in areas restricted by signs, ADA spaces, loading zones, service vehicle zones, timed areas, sidewalks, grass, admission areas, and the right side of the Squires Lot. This permit also does not allow free parking in metered spaces.

Oak Lane permits are available through the Office of Parking and Transportation and they are only available to Oak Lane residents.

GOLF COURSE, TENNIS PAVILION, REC FIELD, AND FIELD HOUSE PARKING

Individuals may park in the specially-designated parking areas at the Golf Course only while registered at the clubhouse and playing golf. A Virginia Tech parking permit is not required to park in this area.

Before playing tennis, players must register at the Tennis Pavilion. A Virginia Tech parking permit is required to park in the area adjacent to the pavilion.

Parking behind the Field House is only permitted for ADA patrons and service vehicles 24 hours a day, seven days a week. ADA and service vehicle permits are required to park there.

Additional parking for participants at the Tennis Pavilion, Rec. Field, and Field House is available in the Chicken Hill lot located below the Tennis Pavilion. A Virginia Tech parking permit is required to park in this lot.

INN AT VIRGINIA TECH

Overnight guests of the Inn at Virginia Tech will be allowed to park in the parking spaces in front of the building. Accommodations for buses are also provided.

Guests that are only at the Inn for the day will need to purchase a visitor pass from the front desk at the Inn. Virginia Tech employees and students must park in their respective area(s) and display a current university parking permit.

Any guest of the Inn who would wish to park on the Virginia Tech campus will need to obtain a visitor parking permit online at parking.vt.edu, or in person at Parking Services. This permit allows parking in F/S and student spaces while on campus and is only valid when used by a guest of the Inn who is not affiliated with the university.

MOTORIST ASSIST PROGRAM

Parking enforcement officers are available to assist motorists in repairs with jump starting vehicles. They also can assist motorists who have been locked out of their vehicles. This service (MAP: Motorist Assist Program) is available Monday through Friday, 7 a.m. to 5 p.m. by calling 540-231-3200, and 5 to 9 p.m. by calling the Police Department at 540-231-6411. These services can only be provided in areas where a university parking permit is required.

ESCORT SERVICE

The Police Department provides a dusk-to-dawn escort service. Call 540-231-SAFE (7233) for details.

FINES AND VIOLATIONS

All citations need to be paid or appealed within 10 calendar days. Failure to pay the citation and formally appeal negates any right to further address the citation. Paying a ticket is not an admission of guilt. If after review the ticket is overturned, a refund will be mailed to the appellant, or applied back to credit card.

LIST OF CITATION FINES

Citation Description	Citation Fine
Warning	\$0
Bicycle	\$30
Expired Meter	\$35
Parking in an Unauthorized Area	\$40
Parking on a Yellow Line or Curb	\$40
Parking in a No Parking Zone	\$40
Parking in a Roadway	\$40
Other or Service Vehicle Only	\$40

Citation Description	Citation Fine
Overtime Parking	\$40
Fire, Bus, or Air Intake Lane	\$70
Parking in a ADA Zone	\$175
Unauthorized Use of Permit	\$175
Parking on the Turf	\$75
Parking in Hash Marks	\$40
Tow Relocation Fee	\$100

Parking fines not received at the Office of Parking and Transportation within 10 calendar days from the date of citation issuance shall result in an additional \$10 late fee. Payments sent through the U.S. mail must be postmarked within seven calendar days of citation issuance. Payments sent through campus mail must be received by the tenth day of citation issuance. Lost, stolen, or misplaced citations do not excuse the late fee.

All student accounts with citations 10 days past due will be blocked regardless of the amount. Accounts must be paid in full for the block to be removed. In addition to blocking accounts, grade transcripts may be withheld until the account is paid in full.

Faculty and staff fines may be handled as a payroll deduction, as an offset against the Commonwealth of Virginia Vendor Debt Setoff Program, and/or assessed against any other money due to you from the university. Nonpayment of fines may result in blocked class registration and/or withheld grade transcripts. Outstanding fines may also be given to a collection agency. Accounts sent to collections will be assessed an additional collection cost.

When a vehicle is found to be in violation, fines are assessed to:

- ▶ The person, company, corporation, or firm in whose name the vehicle is registered with at the Virginia Department of Motor Vehicles or the corresponding agency of another state or nation.
- ▶ The person who purchased the university permit displayed on the vehicle.
- ▶ The son, daughter, spouse, or ward of the registered owner enrolled in or employed at Virginia Tech.
- ▶ Anytime a permit is confiscated a replacement permit will have to be purchased.

PAYMENT OF PARKING FINES

Parking fines may be paid:

- ▶ At pay.parking.vt.edu.
- ▶ In person at the Office of Parking and Transportation, 505 Beamer Way. Parking Services does not accept unwrapped or loose coins as payment. Large quantities of coins should be rolled and labeled with name and ID number.
- ▶ By U.S. mail. The payment envelope must be postmarked no later than seven days from the date of citation issuance to avoid a late fee. Mail to:

Office of Parking and Transportation
505 Beamer Way (0540)
Virginia Tech
Blacksburg, VA 24061

- ▶ By dropping the citation and payment in the locked box outside the Office of Parking and Transportation at the address above. Payment must be received by the tenth day of citation issuance to avoid a late fee. Payments dropped off in the lock box will be taken to the Office of Parking and Transportation on the next business day.
- ▶ Via campus mail (code 0540). Payment must be received by the tenth day of citation issuance to avoid a late fee.

Checks should be made payable to: Treasurer, Virginia Tech. **DO NOT SEND CASH THROUGH THE MAIL OR DEPOSIT CASH IN LOCK BOX.**

TOWING AND BOOTING POLICY

VEHICLE TOWING

Vehicles may be ticketed and/or towed at the owner's expense whenever a vehicle is illegally parked or under the following circumstances:

- ▶ When a vehicle is displaying a lost, stolen, or fraudulent Virginia Tech parking permit.
- ▶ When a vehicle is illegally parked in an ADA area, ADA access, or fire lane (such towing is required by state law).
- ▶ When a vehicle is illegally parked, restricting traffic, or creating a traffic hazard (i.e., roadways, curbs, bus lanes).
- ▶ When \$200 or more unpaid citations and late fees have accumulated, or when one or more citations are 120 or more days past due.
- ▶ When vehicles are parked on designated emergency snow routes and parking lots. For more details see the **Emergency Snow Route** section under Enforcement.
- ▶ When vehicles are parked in violation of an athletic event restriction.
- ▶ If the owner, when notified by the Office of Parking and Transportation or the Police Department to move a vehicle, does not accomplish this move within the specified time.
- ▶ When a vehicle is parked illegally at a loading dock, air intake area, or bus lane.
- ▶ When a vehicle is parked in any manner deemed unsafe by parking enforcement officers and when in violation of signs or verbal orders given by parking enforcement or police officers.
- ▶ When a vehicle is considered by parking enforcement or police officers to be abandoned (i.e., not displaying a state license plate or state inspection sticker). It has also been considered abandoned when the vehicle has been parked on campus for more than 48 hours with no contact from the owner to the Office of Parking and Transportation or the Police Department.
- ▶ When a vehicle is parked illegally in a Faculty Principal space.

In any of the above mentioned cases, the vehicle will be ticketed and towed at the responsible person's expense. In cases involving outstanding fines or fees owed to the Office of Parking and Transportation, the vehicle will be held by the towing service until such fees are paid.

According to state law, if the tow truck is called and the vehicle owner arrives on the scene to move the vehicle, the tow order may be canceled, under the discretion of the tow truck driver. If the truck has already left the towing company premises, the person responsible for the vehicle may still be required to pay towing costs before being permitted to move the vehicle. A citation for illegal parking will also be issued.

The Office of Parking and Transportation and Police Department are not responsible for damage resulting from towing or immobilization of vehicles.

VEHICLE RECOVERY

If a vehicle is towed or immobilized, the owner or person responsible must report to the Office of Parking and Transportation or the Police Department to make arrangements to recover the vehicle. Any fines, towing costs, and/or booting costs must be paid before the towing company will release the vehicle. Proof of payment must be produced before the vehicle can be released or the boot removed.

BOOTING POLICY

In an effort to discourage habitual offenders of the parking regulations at Virginia Tech, the Office of Parking and Transportation will place a wheel boot on vehicles associated with accounts that have received five or more tickets in any semester, or have one or more citations that are more than 120 days past due. Vehicle ticket totals will start at zero at the beginning of each new semester. In addition, anyone displaying a reported lost or stolen permit can be booted in an effort to recover the permit.

The procedure for booting will be as follows:

- ▶ The fourth citation will contain a warning notice that in the event of the issuance of a fifth citation, the vehicle will be booted.
- ▶ Upon issuance of a fifth ticket, and with each ticket thereafter, a boot will be placed on the vehicle. Tickets accompanying a wheel boot will contain a booting information sheet explaining how to get the boot removed.
- ▶ A boot removal instruction sheet will be placed on the vehicle's windshield and a notification sticker on the driver's side window glass stating: your vehicle has been immobilized. Do not try to move your vehicle with the boot in place. Instructions on how to have the boot removed can be found with your ticket.

The procedure for boot removal will be as follows:

- ▶ The customer will need to pay a boot removal fee of \$35, as well as any unpaid citations. These fees can be paid at Office of Parking and Transportation. Prior to the release of the boot, proper customer identification and affiliation must be made and the system updated to reflect identified ownership.
- ▶ Upon payment of the boot removal fee, as well as any unpaid citations, the customer will need to notify the Office of Parking and Transportation who will dispatch an officer to the vehicle location. After verification of the payment of the boot removal fee and any unpaid citations, the boot will be removed.

If arrangements have not been made by the registered driver of the vehicle to remove the boot within 36 hours of placing the boot on the vehicle, the vehicle is subject to towing. The Office of Parking and Transportation may have the vehicle towed and impounded and the registered driver will be responsible for all fees incurred (including boot removal fee).

ABANDONED VEHICLES

Abandoned vehicles as defined in the Code of Virginia § 46.2-1201, found at law.lis.virginia.gov/vacode/title46.2/chapter12/section46.2-1201, will be disposed of in accordance with the same law. Any vehicle that does not have current license plates and/or has not moved in 48 hours will be presumed to be abandoned. See number 10 under the Towing Policy section and sections 46.2-1201 and 46.2-1200 of the Virginia State code.

MOVING VIOLATIONS

The Police Department is charged with the enforcement of all state laws, including the Motor Vehicle Code of Virginia. Traffic citations for moving violations are issued by the Police Department and are referred to local courts for a decision. Campus speed limits are radar enforced.

The speed limit on campus is 25 MPH unless otherwise posted. The speed limit around the Drillfield is 15 MPH.

Every person shall obey the instructions of any traffic control device, sign, or notice, unless otherwise directed by a traffic control officer.

All Virginia Tech police officers have the authority to enforce the laws of the Commonwealth and the university pertaining to the operation of motor vehicles on campus property.

APPEALING A CITATION

The appeals hearing officer for the university will review all written appeals involving non-moving traffic violations.

Citations received for parking in fire lanes, in roadways, ADA areas, ADA access areas, bus lanes, air intake areas, or metered spaces will not be viewed favorably in the appeals process except in valid emergency situations as determined by the appeals hearing officer.

If a person wishes to appeal a parking or bicycle citation, the procedure below should be followed:

- ▶ All appeals must be filed within 10 calendar days of citation issuance. All rights to appeal a citation are waived after this 10-day period. Failure to formally appeal or pay a citation negates any right to further address the violation.
- ▶ The appeal must be made online at pay.parking.vt.edu or in writing on an official appeals form available in the Office of Parking and Transportation. This is necessary to ensure Office of Parking and Transportation has all the necessary information to process the appeal and satisfy audit procedures.
- ▶ Please make sure the address and phone numbers you list are complete, accurate, and legible. The Office of Parking and Transportation cannot be responsible if you fail to receive your appeal notice under these circumstances. Remember to notify Office of Parking and Transportation of any address changes.
- ▶ The issue of an appeal is whether or not the cited rule was violated. It is no excuse to “not mean” to violate a rule, to “see others” violate it, to “not realize” it was violated, or to have “violated it in the past without penalty.”
- ▶ All appeals should be finalized by the last day of classes. Citations issued within 10 calendar days of the last day of classes or during exams will likely be appealed during the following semester.
- ▶ If you disagree with the decision made on your appeal, you may request that your appeal be reviewed by the Appeals Hearing Committee. Tickets must be paid in full before being placed in 2nd appeals. If after review the ticket is overturned, a refund will be mailed to the appellant. If a check is returned for insufficient funds, or the charge is disputed with your bank, the appeal will be considered null and void and a \$50 fee will be assessed. The second appeal must be requested within 10 days of the postmark date on the first appeal. For your second appeal, you may appear in person before the Appeals Hearing Committee or you may have a written statement (usually the first appeal) read by the committee during the appeals hearing meeting. The decision of the committee is final.

BICYCLE INFORMATION

All designated employees of the Office of Parking and Transportation and the Police Department have the authority to enforce these rules and regulations.

REGISTRATION

All bicycles on the Blacksburg campus must be registered with the Office of Parking and Transportation. Registration is designed to prevent theft and assist with the recovery of stolen bicycles. Registration can be completed on-line. Failure to register a bicycle can result in fines or impoundment of the bicycle. Cyclists parking a non-registered bicycle on campus will be subject to a \$30 fine and impoundment or immobilization of the bicycle. All unregistered bicycles may be impounded or immobilized at the end of each academic year without prior notice. Impounded or immobilized bicycles may be retrieved after the owner presents proof of ownership to the Office of Parking and Transportation.

MOPEDS, MOTOR SCOOTERS, AND POWER ASSISTED BICYCLES

All mopeds, motor scooters, and power assisted bicycles on the Blacksburg campus must be registered with the Office of Parking and Transportation and the appropriate permit must be displayed. Permits are available for purchase at Office of Parking and Transportation. The serial number and a valid Hokie Passport are needed for registration. Failure to register a moped, motor scooter or power assisted bicycle can result in fines or impoundment of the vehicle.

PARKING ENFORCEMENT

Bicycles must be parked only at bicycle parking racks, except when written permission has been granted by the head of the department to keep a bicycle within the area assigned to the owner. Bicycles may be kept in a residence hall room with the agreement of the roommate. Bicycles may not be kept in any other area of a residence hall or building including, but not limited to: stairwells, hallways, corridors or doorways. No person is permitted to park a bicycle in locations other than those specified. Bicycles secured to benches, lamp posts, signs, or other unauthorized areas may be impounded or immobilized. Bicycles that are obviously inoperable or abandoned can be impounded throughout the school year or at the end of the year bicycle clean up. Bikes abandoned on campus collected during campus clean up periods will be held for 120 days before sending to Surplus for disposal. There will be a \$30 recovery fee charged to individuals during the holding period to cover administrative costs.

Operators of motor scooters and mopeds must adhere to the following guidelines or be subject to having their vehicle immobilized and receiving a citation from the Police Department or the Office of Parking and Transportation:

- ▶ A parking permit from the Office of Parking and Transportation is required for motor scooters and mopeds to be parked on campus.
- ▶ Vehicles must park in designated motor scooter and moped parking spaces and are not allowed to park in any other location (such as bike racks, stairways, breezeways, or on the sidewalks).
- ▶ If a motor scooter/moped space is not available the motor scooter or moped can be parked in regular Motorcycle/Moped or car space. If parked in a Motorcycle/Moped or car parking space, permit affiliation must match the signed spaces (i.e. F/S, C/G, R).
- ▶ Operators should also use the appropriate security features to ensure the vehicle is not stolen.
- ▶ Maps of authorized parking areas are available at the Office of Parking and Transportation and parking.vt.edu.

Bicycles, mopeds, or motor scooters found parked and/or locked in areas other than those expressly stated within this policy may be impounded or immobilized by the Office of Parking and Transportation or the Police Department. The Office of Parking and Transportation and the Police Department will not be held responsible for the replacement of locks damaged during this process. The person responsible for the bicycle, moped, or motor scooter will receive a parking citation.

Violations of any state regulations or university policy may result in a citation being issued by the Police Department or the Office of Parking and Transportation. Repeated violations may result in suspension or revocation of bicycle, skateboard, in-line skates, roller skates, EPAMDs, moped or motor scooter operation privileges on campus.

OPERATION ENFORCEMENT

Bicycles are a useful means of transportation when used properly. By taking a few precautions bicycling can be a safe and enjoyable experience without fear of theft. Every person operating a bicycle on university property is to comply with all applicable Virginia state statutes regarding bicycle operation, these regulations, and all traffic control devices.

Persons riding bicycles on campus are to practice courteous and defensive cycling. Cyclists will travel at safe speeds while considering pedestrians and their surroundings. At all times, cyclists are to be in proper control of their bicycles.

OPERATIONAL TIPS

- ▶ Persons may not operate a bicycle on any campus sidewalk, lawn, or designated pedestrian plaza, such as the Library Plaza, Cowgill Plaza, etc., unless otherwise signed as a shared pathway.
- ▶ It is illegal to ride in the wrong direction on a one-way street or against the regular flow of vehicular traffic, including the Drillfield.
- ▶ Persons operating a bicycle will yield to pedestrians in situations of conflicting bicycle/pedestrian traffic.
- ▶ Ride single file, with traffic, and to the right of the roadway.
- ▶ Use bike paths when available.
- ▶ Use proper turn signals.
- ▶ Keep bicycle in proper mechanical condition.
- ▶ Watch for people exiting parked vehicles.
- ▶ Be vigilant of the unexpected from motorists. The number-one statement of vehicle operators involved in accidents with cyclists is, "I didn't see him/her!"
- ▶ Virginia law requires a rear reflector and a headlight when riding at night.
- ▶ At crosswalks, always walk your bicycle since you are considered a pedestrian.
- ▶ If involved in an accident, report it to the Police Department immediately.
- ▶ Moving violations will result in a traffic citation being issued by the Police Department. Repeated violations may result in suspension or revocation of bicycle operation privileges on campus.

THEFT PREVENTION

Bicycles are an easy target for theft. Some helpful hints are as follows:

- ▶ Use bike racks and secure bikes with bar-type locks.
- ▶ Secure frame and front wheel.
- ▶ Chain-type locks and bikes chained to chain-linked fences can be quickly and easily cut.
- ▶ Check the bicycle frequently so it doesn't appear abandoned.
- ▶ Park in high-visibility areas.
- ▶ Personalize your bicycle to make it easy to recognize.
- ▶ Engrave your bicycle in several locations.
- ▶ Register your bicycle at parking.vt.edu/alternative/Bike/bicycle-registration. If it is stolen and then located, you can be easily found and ownership readily determined.
- ▶ Write down the make, model, and serial number of your equipment. Keep this information in a safe place with the receipt of purchase.
- ▶ Have your bicycle insured.
- ▶ If your bicycle is stolen on campus, report the theft to the Police Department at 540-382-4343.

ABANDONED BICYCLES

Bicycles, mopeds, and motor scooters that are left on university grounds more than five days following spring commencement will be considered abandoned. These bikes will be impounded and disposed of in accordance with university policy. See University Policy 5005: Bicycle and Personal Transportation Devices (section 3.4) for more information.

If you would like your bicycle to be stored in an enclosed facility on campus over the summer, you may purchase a \$20 bike storage permit online at parking.vt.edu. Your bicycle must be registered prior to purchasing the storage permit.

SKATEBOARDS, IN-LINE SKATES, ROLLER SKATES, AND ELECTRIC PERSONAL ASSISTED MOBILITY DEVICES (EPAMDS)

Skateboards, in-line and roller skates, bicycles, unicycles, and e-scooters are permitted on all roadways, as well as concrete and asphalt pathways, grass, and sidewalks, with the exception of times when there is heavy pedestrian traffic on sidewalks and pathways; then users shall dismount completely and walk. Please refer to University Policy 5005 for more details at policies.vt.edu/assets/5005.pdf.

Skateboarders will keep all wheels on the ground at all times. Use of skateboards and in-line skates for tricks, including but not limited to: grabs, grinds, manuals, or any use other than utilitarian transportation, is prohibited. Skateboarders, in-line skate, roller skate, and EPAMD users shall slow to speeds matching pedestrians, when using crosswalks. Additionally, skateboard, in-line skate, and roller skate use is not permitted in parking lots or parking garages.



HOW TO AVOID PARKING CITATIONS AND TOWING CHARGES

- ▶ Properly display a Virginia Tech parking permit from 7 a.m. to 5 p.m., Monday through Friday. Remember that the parking rules and regulations are in effect whenever the university is open, including when classes are not in session and during semester breaks.
- ▶ Park in a clearly identified parking space appropriate for your permit.
- ▶ Do not loan your permit to others. Shared permits may result in a \$175 “Unauthorized Use of Permit” citation assessed against the permit owner.
- ▶ Have visiting family and friends obtain a visitor parking permit before parking on campus.
- ▶ Observe special parking restrictions such as:
 - ▶ Parking lots at the Hahn Hurst Basketball Practice Facility Lot, Basketball extension lot, Owens Dining Hall and Dietrick Dining Hall Lots, Clay Street, and Pamplin Lot are reserved for faculty and staff members, 24 hours a day, seven days a week. The Bookstore Lot parking meters are enforced from 7 a.m. to 6 p.m., seven days a week. The Drillfield is reserved for only faculty/staff and graduate students from 5 to 8 p.m., Monday through Friday.
 - ▶ Parking is prohibited at loading docks except for the purpose of loading (refer to [page 13](#) for details).
 - ▶ Parking is prohibited in the Coliseum Lot and along Beamer Road after 5 p.m. on the Friday before a Saturday home football game or three hours before a men’s or women’s home basketball game, until the game has started.
 - ▶ Parking is prohibited in the parking lot below Lane Stadium from 8 p.m. the night before any home football game, until the game has started.
- ▶ Be familiar with the parking and traffic procedures. When you have a parking question or need special parking arrangements, call the Office of Parking and Transportation before parking.



TICKETED ANYWAY?

Avoid a \$10 late fee per citation by making sure payment is made to the Office of Parking and Transportation within 10 calendar days of citation issuance. If payment is sent through U.S. mail, the payment envelope must be post-marked within seven days of citation issuance. Payments sent through campus mail must be received by the 10th day of citation issuance. Do not send cash through the mail or deposit cash in the payment box at Office of Parking and Transportation. Checks should be made payable to "Treasurer, Virginia Tech."

WAS YOUR VEHICLE TOWED?

Contact the Office of Parking and Transportation at 540-231-3200 to arrange for vehicle recovery during regular hours. After hours, contact the Police Department at 540-231-6411.

STILL HAVE QUESTIONS?

Contact the Office of Parking and Transportation at 540-231-3200 or stop by the office at 505 Beamer Way, Monday through Friday, 7 a.m. to 5 p.m.



505 Beamer Way (0540)
Blacksburg, VA 24061
540-231-3200

parking@vt.edu
parking.vt.edu