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# General

## Authority and Application

Parking regulations are recommended by the Director of Public Safety and become effective on the date approved by the Vice President of Operations. They are not retroactive. The Parking & Traffic Supervisor recommends parking policy and supervises the administration of appeals.

The Director of Public Safety, or their assignee, is responsible for maintaining the Parking Office. The Parking & Traffic Supervisor is responsible for the day-to-day operation of the Parking Office.

These regulations apply at all times to all persons using a vehicle, unless otherwise specified.

ISU assumes no responsibility for the care or protection of any vehicle or its contents while it is operated or parked on campus. All vehicles should be locked when left unattended.

All matters concerning these regulations should be referred to the Public Safety Parking & Traffic Supervisor, Campus Box 8140.

## Appeals Process

Public Safety has designated the T2 Citation Services Appeal's Committee to meet and review all appeals for citations issued on the University campus. T2 Citation Services will review appeals to determine if the citation was written according to parking regulations, procedures and policy. They may grant the appeal and waive the fine, reduce the fine, or deny the appeal leaving the fine as is. Notification of the Appeal's Committee decision will be provided in writing through email or letter correspondence.

Appeals must be submitted within ten (10) days of issuance, either in writing to the Public Safety Parking Office, or online at [www.isu.edu/parking](http://www.isu.edu/parking). No appeals will be taken over the telephone.

Requests for tickets being waived for guests on behalf of the University must be submitted through the appeals process. These requests will not be taken over the phone.

All appeals must have a valid justification. Unacceptable justification for an appeal includes, but is not limited to:

- The violator could not find a legal place to park.
- The violator could not afford a permit.
- The violator did not know the regulation.
- The violator was only there for a short time.
- Other people were parked illegally.
- The violator has parked in the same place previously and has not received a ticket.
- The department forgot to distribute a visitor permit.
- The violator was running an errand and/or doing business with or for a department.
- Someone told the violator they could park there.
- The violator did not see the sign.
- The permit had fallen on the floor or seat or was covered with papers.

Violations in disabled parking spaces and (red) fire zones are not appeal-able.

Any student and/or employee who creates a scene, becomes loud or obscene, is disrespectful in any way, throws money or tickets, etc. at a parking representative either in the Parking Office, on the telephone, or in the field; will be turned over to their respective disciplinary authority.

## Towing

Motor vehicles may be immediately towed from any campus area if allowed to stand in violation of local, state, or university regulations, or left in any position which constitutes a hazard; i.e., blocking a fire lane or fire hydrant, blocking or obstructing traffic flow, in a driveway, loading zone, service road, or otherwise tending to cause injury or danger to the public.

Vehicles are subject to immediate tow due to violations of the following university regulations but are not limited to:

- Cosmetology patron-only
- Museum visitor parking only
- Disabled parking
- Non-registered vehicles and/or vehicles of persistent violators
- Abandoned/inoperable vehicles

- Auto Tech/Collision Repair restricted parking
- Bus Turn-Out areas
- Personal Reserved spaces
- Fire Lanes

Vehicles may also be towed from any campus area if abandoned or disabled. A vehicle is considered disabled if, from its outward appearance, it is not capable of being driven from its present location. This would include, but not be limited to flat tires, missing jacks, parking blocks, or similar devices and being left unattended. Making major vehicle repairs and/or dumping motor oil or gasoline on university property is prohibited. A vehicle is considered abandoned if the vehicle does not display a current parking permit, and the owner/driver has failed to respond within three days to contacts made by the ISU Parking Office.

Owners or operators of vehicles that become disabled on campus must notify the Campus Parking Office within 24 hours or assume full responsibility for any citation they receive as a result of any improper parking. Owners/drivers of disabled vehicles will have 24 hours to make the vehicle operable before it will be towed away at their expense.

Any vehicle that has incurred outstanding fines of \$50.00 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

## Revocation of Parking Privileges

Parking on Idaho State University property is a privilege that is revocable for cause.

Causes for revocation may include but are not limited to:

- Non-payment of fines
- Unauthorized use of parking permits
- Acts of vandalism to parking control facilities or equipment
- Abuse of the parking staff
- Being a habitual offender. A habitual offender is defined as a person who continues to violate these regulations.

If a person's parking privileges have been revoked, their vehicle(s) are subject to immediate towing at the violator's expense if found on university-controlled parking areas, including pay station spaces and loading zones.

## Prohibited Parking Uses

No person shall park a vehicle upon any roadway or parking lot for the sole purpose of displaying such vehicle for sale.

The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid reason for violation of these regulations. Parking in more than one space is prohibited (exceptions may be granted by the Parking Office for buses and specialized vehicles).

The fact that another vehicle is parked in violation of any regulation and does not receive a citation does not authorize such parking nor does it mean the regulation is no longer in effect.

The fact that other vehicles are parked improperly shall not constitute a valid justification for parking in violation of these regulations.

If a citation is placed on a vehicle for violation of these regulations, proof that the parking permit number or the license plate number entered on the citation was displayed on the vehicle, together with proof that the number had been issued to a specific person, is prima facie evidence that the person is responsible for the violation.

## Permanent No Parking Areas

Parking of all unauthorized vehicles is prohibited at all times in the following areas: service roads, sidewalks, crosswalks, loading zones, and yellow curbs; within 10 feet of either direction of all fire hydrants or areas marked "Fire Lane" (designated by red curbs); within 30 feet of any intersection; on lawns or grass; disabled spaces (designated by blue curbs and disabled person signs); and official vehicle zones. Any vehicle, standing, driving through, or parked in any bus turn-out area will receive a "no parking zone" violation. Prohibited parking at ISU Meridian includes all of the joint School District No. 2 and Meridian Renaissance High School parking lots.

Any vehicle parking for the purpose of loading and unloading must park in a designated loading and unloading area, with emergency flashers on, for no more than 15 minutes. Authorized loading and unloading zones are identified by white or yellow hash marks, and with signs specifying the space as a loading and unloading zone. Temporary arrangements for longer periods of time may be authorized by calling the Parking Office.

Requests for waivers of any of the above must be submitted in writing to the Parking & Traffic Supervisor or their designee. The written request must contain full justification for the need for such a waiver and must be approved in writing before the regulation may be regarded by the applicant as waived or altered.

## Direction and Distance

All vehicles must be parked within 18 inches of the curb, sidewalk, or edge of the parking space. If a vehicle is parked more than 18 inches away from the curb or sidewalk or is more than 18 inches outside of a parking space, it will be eligible to receive a citation for parking outside of the space.

When parallel parking, vehicles must face in the direction in which traffic is authorized.

All diagonal parking on campus is in parking lots where traffic is only authorized to drive one way. When parking diagonally, vehicles must be parked in the direction in which traffic is authorized. Unauthorized diagonal parking includes backing into and pulling through diagonal parking spaces, both of which bring the car into a position where it is parked against the flow of traffic. If vehicles are parked against the flow of traffic, they will be cited with a "parked against the flow of traffic" citation.

Double parking on streets, access aisles, or parking lots is prohibited. Double parking means: 1) a vehicle is parked next to another vehicle that is also parallel parked, which blocks the first vehicle in, 2) a vehicle is parked directly behind a perpendicularly parked vehicle, which blocks the first vehicle in, or 3) a vehicle is taking up multiple parking spaces.

## Snow Removal Parking Restrictions

### Authority for Establishing Snow Removal Restrictions

In the event snowfall has accumulated in amounts sufficient to pose a hazard to the health, safety, and welfare of the inhabitants of campus or campuses, requiring large scale snow removal operations, the Director of Public Safety, or in his absence, the Vice President of Operations is authorized to issue a proclamation invoking parking restrictions on any of the streets and parking lots set forth as Idaho State University property.

The Director shall set forth in the proclamation a specific date and time when these parking restrictions shall become effective and the duration thereof; provided, however, that the restrictions do not become effective until adequate notice has been given to the public, by publication, radio, or television broadcast. Adequate notice is deemed to have been provided if the effective date and time of the restrictions is no sooner than eight o'clock (8:00) a.m. of the day following the date of publication of the proclamation by e-mail, posted notices, handbill, or in the official newspaper, or no sooner than twelve

(12) hours after the proclamation is once broadcast by radio or television station having a general audience within University properties.

## Removal of Vehicles

Any motor vehicle or trailer parked on University public streets or parking lots in violation of this proclamation may be removed at any time at the direction of a Public Safety Officer, and may be towed to another University-owned lot or location, provided the towing and parking of the vehicle does not create a safety hazard. If no other University location is available, the vehicle may also be towed and stored in any public or private storage lot, without prior notice to the owner or operator of the vehicle.

## Payment of Towing and Storage Fees

The owner or operator of any motor vehicle or trailer towed to or stored in a private impound lot will be responsible for all towing and storage charges. Such charges will be paid to the private towing company before the vehicle or trailer is released. If the vehicle or trailer is towed to a University owned street or parking lot, the towing charge will be paid to the University.

## Penalty

A citation will be issued with a notation of "failure to comply with snow removal proclamation."

# Times of Enforcement

## ISU Pocatello

Traffic and parking regulations are enforced during the entire year, including the summer.

### Times When Permits are Required

Fall Semester

Spring Semester

Summer

Reserved	7:30 am - 4:00 pm Monday through Friday	7:30 am - 4:00 pm Monday through Friday	9:00 am - 3:00 pm Monday through Thursday
General	7:30 am - 4:00 pm Monday through Friday *permits not required the first week of classes	7:30 am - 4:00 pm Monday through Friday *permits not required the first week of classes	9:00am - 3:00 pm, Monday through Thursday
Housing	24 hours a day, 7 days a week *permits not required the week before classes	24 hours a day, 7 days a week	24 hours a day, 7 days a week

Permits are NOT required in General and Reserved parking lots on weekends and legal holidays when classes are not in session. Examples of legal holidays include, but are not limited to: Labor Day, Thanksgiving, Christmas Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth and Independence Day. Permits are always required in Housing lots.

## ISU Idaho Falls

Traffic regulations are in effect during the entire year, 7 days a week, 24 hours a day, including summer term. Parking permits are required from 8:00 a.m. to 10:00 p.m. except on weekends and legal holidays when classes are not in session. At ISU Idaho Falls ticketing will be suspended during the week before classes begin and the first week of classes during both fall and spring semesters.

## ISU Meridian

Traffic regulations are in effect during the entire year, 7 days a week, 24 hours a day, including summer term. Parking permits are required from 8:00 a.m. to 10:00 p.m. except on weekends and legal holidays when classes are not in session. Ticketing will be suspended the first week of classes during the fall semester only; ticketing will commence on the first day of classes during the spring semester.

## Permits



All persons using ISU parking facilities must display a permit of some type. The permit must be obtained from the Parking Office.

Vehicles (to include campers, trailers, and boats) on which any dimension is greater than the following: eight feet (8') in width, twenty-one feet six inches (21'6") in length, and nine feet (9') in height shall not be parked on any street, alley or parking lot within the campus district for a period no longer than one hour, except vehicles engaged in loading or unloading purposes.

## Requirements

Every motor vehicle, boat, or trailer which is parked on campus must display an appropriate permit. Failure to display a permit will constitute a violation of these regulations.

Vehicle registration or other proof of vehicle ownership may be required at the time of purchase. Faculty, staff, and students may be required to show proof of identity at the time of purchase.

All past fines must be paid in full before a new permit will be issued. Hardship exceptions may be given at the discretion of the Parking & Traffic Supervisor or their designee.

A permit does not guarantee a personal parking space; parking is allowed in the lots only if space is available.

No permit may be reproduced or copied for use in a person's vehicle (to include campers, trailers, and boats). Any reproduced or copied permit used in this manner shall be considered an altered/forged permit and will be subject to the current fine amount for said violation.

Permits are transferable for a \$10.00 fee.

## Types of Permits

- Decal Permit-- permit must be completely attached to the inside of the front windshield, passenger side, lower corner. It may not be attached with tape or other similar materials not provided by the Parking Office. Only one vehicle may be registered to a decal.

- Hangtag Permit-- permit may be displayed from either the rear-view mirror or on the dashboard, with the side designating the lot visible through the front windshield. Up to four vehicles may be registered to a hangtag. The permit number and expiration date must be visible through the front windshield of the vehicle.
- Motorcycle Permit-- permit is to be placed in a conspicuous spot near the license plate.

Individuals who receive citations because their hangtag was not displayed, even though the vehicle is registered to it, may pay or appeal their citation. Each hangtag owner will be allowed one warning per semester for failure to correctly display their hangtag.

Only one hangtag will be issued per applicant. If it is necessary for the applicant to have two hangtags, the full price will be paid for each permit.

If a vehicle is cited and displays a hangtag and the vehicle is not registered to the hangtag, the license plate number of the vehicle will be keyed to the name and Bengal ID number of the purchaser of the hangtag regardless of the registered owner of the vehicle.

## Categories of Permits

- **Reserved (red) Lot Permit:** Vehicles displaying a valid reserved parking permit may park in the designated reserved lot, any general lot and other reserved lots while on official business, with the exception of the R-02/03 lots. (Attending class is not considered official business). Parking is allowed in the R-02/03 lots with an R-02/03 permit or any valid permit accompanied by an Official Business Pass.
- **Personal Reserved Permit:** Vehicles displaying a personal reserved permit may park in any general, reserved, or housing lot. The owner of the permit will have a personal parking space on campus, designated by a sign specifically for them. This type of permit is only available (by request) to Senior University Officials, which are defined as Deans, Directors, Vice-Presidents, and the President of the University.
- **General (yellow) Lot Permit:** Vehicles displaying a valid general permit may park in all designated general lots on campus.
- **Campus Housing (green) Permit:** Vehicles displaying a valid campus housing permit may park in any campus housing lot on the Pocatello campus and at Holt Arena. On the Meridian and Idaho Falls campuses, they may also park in the

general lots. They may not park in reserved lots during the hours' permit regulations are in effect.

- **Disabled (blue) Permit:** Disabled persons who are considered faculty, staff, and/or students are required to purchase an ISU disabled person parking permit, in order to park in all campus parking lots where spaces are marked and reserved for disabled persons. If spaces marked and reserved for disabled persons are full, these permits are valid in any general lot space, reserved lot space, or housing lot space available; and in any pay station space without paying at the pay station. Campus disabled permits do not qualify a person to park in a disabled person zone off-campus or in a disabled person zone on city streets within the university boundaries.
  - The applicant for an ISU disabled permit is required to complete the first section of the Disabled Parking Permit Application (available in the Parking Office) and submit proof with the application. Acceptable verification of a disability is the presentation of a current, state-issued disabled person vehicle registration or placard or a form from the state noting the state permit has been approved (the form must indicate the state-issued disabled permit number); or a letter from the ADA and Disability Resource Center verifying the presence of a disability for which this accommodation is reasonable. This verification will be attached to the disabled parking permit application and kept on file in the Parking Office.
  - Applicants for an ISU disabled permit who have a valid state disabled permit will be granted an annual renewal of the university disabled parking permit until:
    1. The applicant is no longer a registered student or employee of the university;
    2. The applicant fails to purchase a permit for two consecutive semesters;
    3. The applicant's state disabled permit expires or is revoked by the state
  - In the case of a temporary disability, the nature and duration of the disability must be verified by the applicant's physician. This verification can be made on the Disabled Parking Permit Application or by a separate letter from the physician. This application is only valid for the period of time as designated by the physician, but not to exceed one year and then must be renewed. In each case, the application must be on file with the Parking Office before a disabled permit will be issued.

Note: Visitors to campus displaying a state disabled permit can park in any legal space on campus.

- **Monthly Permit:** This permit is issued to persons who need to park their vehicles on campus for more than a week and less than a semester.
- **Motorcycle Permit:** Two-wheeled motorized vehicles must display a motorcycle permit. Motorcycle permits are valid ONLY in designated motorcycle areas. Individuals who purchase a regular vehicle permit may affix that vehicle permit to the motorcycle and park in a regular vehicle space where the permit is valid; however, the permit must be affixed in such a manner that it cannot be lost or stolen from the motorcycle. Areas designated Motorcycle Parking Only will be enforced as such year-round, with no exceptions. Any vehicle deemed not to be a motorcycle found parking in designated motorcycle areas will receive a citation for parking illegally.
- **Contractor Permit:** Issued to representatives of the private and public sectors who provide a service to the university and receive compensation, this permit is valid in any general, reserve, or housing lot. The permit is not valid in disabled person zones, state vehicle spaces, yellow curbs, fire zones, or pay station spaces. The Contractor Permit may not be issued to faculty, staff or students, or members of their respective families without a written request from the business, and approval by the Parking & Traffic Supervisor.
- **Patron Permit:** Issued to non-student, non-faculty/staff users of university programs or facilities, patron permits are issued for specific lots and not valid in other parking lots. Persons needing to park in more than one specific area of campus should purchase a general permit at the regular price.
- **Official Business Pass:** Official Business Passes will be issued to departments as designated by the General Counsel Chief Compliance Officer. These permits are valid in all General, Reserved, and Housing lots, as well as pay station spaces at all ISU campuses. A current valid permit must be used in conjunction with the Official Business Pass. Official Business passes are only valid while being used to conduct official business with the university. Abuse will be cited and the pass may be revoked. Lost or stolen passes must be reported immediately.
- **Courtesy Pass:** Courtesy Passes will be issued to non-university affiliated entities who are on campus in an advisory position, with the approval of the Parking & Traffic Supervisor or their designee. These permits are valid in all lots and pay station spaces, except when otherwise designated. This pass may not be used by faculty, staff or students, or individuals receiving compensation from the University.

- **Emeriti Professors/Retirees:** Under the direction of the ISU President, parking permits may be issued to emeriti professors or other retired employees. The retiree will be required to re-register the permit each year. This permit is valid in all general parking areas at ISU, ISU Idaho Falls, and ISU Meridian with the exception of disabled person zones, state vehicle spaces, yellow curbs, or fire zones. A Retiree Permit is not valid for return employment.
- **Department Day use Pass:** Day use permits are available for purchase by departments to use for visitors, guests, and events. These passes are valid only for one day. Permits are available for general lots only at \$3/permit or reserved/general lots at \$4/permit. Department Day Use Passes must have the current date (MM/DD/YY) written in bold permanent marker so it is easily seen by Parking employees. Writing the date in pen or pencil may result in a \$30 citation. Any method of altering the date (i.e., erasing it or scratching it out, etc.) is considered an altered/forged permit and will result in an \$80 citation.
- **Medical Parking Permits:** All visitors to university medical facilities must display a medical facility parking permit. The permits are issued by the medical facility or at the Parking Information Booth located in the medical parking area.
- **Pay Station Spaces:** These spaces are for visitors and those with short-term parking needs. These spaces may be used once payment has been made at the pay station, either with MasterCard, Visa, or coins. The cost to park in the pay station spaces is \$1.05 per hour.
- **Bicycles:** Mandatory registration of bicycles is not required, but is encouraged. Register your bike with Public Safety [here](#). Bicycles must park in designated bicycle parking racks. Bicycles may not be parked or stored in buildings (Dorm residents-check your housing policy for individual regulations). Bicycles not parked in designated bicycle parking racks may be impounded at the owners' expense. The university is not responsible for damage done to the bicycle or locking devices during impound.

# Permit Prices

Parking Rates Effective July 1, 2024				
Permit Type	Student		Faculty/Staff/Other	
	Year	Semester	Year	Semester
Reserved	\$348	\$248	\$348	\$248
General	\$116	\$83	\$174	\$116
Housing	\$116	\$83	\$116	\$83
Housing/Gen	\$174	\$116	\$232	\$174
Housing/Res	\$405	\$313	\$405	\$313
Disabled	\$116	\$83	\$174	\$116
Motorcycle	\$36	N/A	\$36	N/A
Month	\$36	N/A	\$36	N/A
Summer	\$28	N/A	\$28	N/A
General Day	\$7	N/A	\$7	N/A
Reserved Day	\$11	N/A	\$11	N/A
Patron	N/A	N/A	\$41	N/A
Contractor	N/A	N/A	\$174	\$116
NKA/FFL	N/A	N/A	\$6.00	N/A
General- Dept	N/A	N/A	\$4.00	N/A
Reserved- Dept	N/A	N/A	\$5.00	N/A
Medical	N/A	N/A	\$6.00	N/A
Pay Stations	\$1.15 per hour		\$1.15 per hour	

## Change of Ownership, Use, or Address

Any person to whom a permit has been issued is responsible for removal of the permit prior to the sale or transfer of possession of the vehicle, whether or not such a sale or transfer has been completed.

Any change of ownership, discontinuance of use or possession of a registered motor vehicle, or any change of address or driving qualifications of any person subject to these regulations must be reported to the Campus Parking Office within 72 hours.

There will be a \$10.00 permit replacement fee for any lost or stolen permit.

## Parking Permit Refund Policy

Refunds on parking permits will be prorated by monthly usage. Exceptions will be made at the discretion of the Parking & Traffic Supervisor or their designee.

Because most permits are available on a semester basis, full-year permits purchased in the fall semester may only be returned for a partial refund before classes begin in the spring semester, and may not be returned for refund in the summer semesters. Exceptions to the regulation may be granted at the discretion of the Parking & Traffic Supervisor or their designee.

## Parking Permits for Attendees of Non-Credit Classes and Clinics

Individuals who are on campus to attend non-credit classes and clinics are required to purchase a permit. This includes, but is not limited to, summer events and off-campus groups that use the computer labs for training and testing. Depending on the length of the class, either a day, monthly, or a summer permit will be required, if they do not need the permit for an entire semester.

Permits for New Knowledge Adventure (NKA) and Friends For Learning (FFL) will be required at a cost of \$6.00 per permit. Permits issued to participants of NKA and FFL are not transferable to any other individual.

## Registration of Vehicles/Boats/Trailers

Although boats, trailers, or other objects in tow may be attached to a vehicle that is properly registered on campus, they must also display a parking permit and may be parked only in an area designated by the Parking Office. Parking in more than one space is prohibited (exceptions may be granted by the Parking Office for buses and specialized vehicles).

ISU discourages prolonged parking or storage of boats or trailers and assumes no responsibility for their security or loss.

Recreational vehicles, motor homes, trailers or other vehicles intended for overnight use will not be permitted to park overnight in university parking lots without the express written approval of the Parking & Traffic Supervisor or their designee.

# Traffic Regulations

All city and state traffic rules, regulations, and laws apply to university property. Therefore, whenever a rule, regulation, directive, or law specifies application on a highway, roadway, or any other public domain, that rule, regulation, directive, or law shall apply and will be enforced as a university traffic regulation on university property, including, but not limited to parking lots, roadways and other property.

Idaho Code Title 49 Chapter 6 Section 49-623, pertaining to the operation of an emergency vehicle, shall apply to all Public Safety officers driving Public Safety vehicles.

Idaho Code Title 49 Chapter 6 Section 49-625, pertaining to yielding to an emergency vehicle, shall apply to all persons operating motor vehicles on university property; to wit: motor vehicles on university property must yield to Public Safety vehicles in an emergency. Further, motor vehicles operating on university property must stop for Public Safety vehicles when Public Safety vehicles give a visual or audible signal to bring the vehicle to a stop.

No vehicle may be driven on campus at a speed of more than 15 miles per hour or as posted.

As modified from the Idaho Statutes, Title 49 under Motor Vehicles, Chapter 3: Motor Vehicle Driver's Licenses: "49-316. **DRIVER'S LICENSE TO BE CARRIED AND EXHIBITED ON DEMAND.** Every licensee shall have his driver's license in his immediate possession at all times when operating a motor vehicle and shall, upon demand, surrender the driver's license into the hands of a Public Safety officer for his inspection. However; no person charged with a violation of the provision of this section shall be convicted if a driver's license, issued to the person and valid at the time of his arrest, is produced in court."

Sidewalks on campus are limited to pedestrian traffic. Skateboarding, roller-skating, and rollerblading are prohibited within 20 feet of any building where glass windows are less than three feet above the level of the ground. Bicycles should travel at a reasonable rate of speed on all university sidewalks.

## Designation of Parking Lots

Each campus parking area is designated in one or more the following ways:

- Reserved (red) lot signs bearing the lot designation, such as "R-1", and the letters "PERMIT REQUIRED". These lots are for holders of that reserved permit only.



- General (yellow) lot signs bearing letters "CAMPUS PERMIT REQUIRED." These lots are for holders of general permits except for spaces and areas posted otherwise. ISU Meridian requires an additional Faculty/Staff sticker to be placed on the General Lot hangtag in order to park in designated Faculty/Staff parking areas.
- Campus Housing (green) lot signs bearing the campus housing complex name and the letters "PERMIT REQUIRED".

A posted sign clearly indicating one or more of the above designations will be placed at each parking lot entrance. Loading zones and parking areas for disabled persons, visitors, official vehicles, whether within or outside of a parking lot, will be clearly posted as such.

The posted sign will also include the times and days during which parking permit requirements are in effect.

Spaces that are signed for individual parking require the private vehicle to display a permit for that lot.

Faculty, staff, and students are NOT allowed to park in the following Patron/Client Lots without the proper authorization:

- Medical Parking in R02 lot
- Museum Parking
- Cosmetology Parking
- Auto Tech/Auto Collision
- The Partnership School parking lots (next to and behind the Education building)
- Holt Arena visitor loop (located on the north side)
- ISU Meridian Clinic or Visitor Parking
- Any visitor lot in Idaho Falls
- Accelerator Center Patron Parking

Reserved lot permits are available for sale to faculty and staff on July 1 of each year. "Faculty and staff" is defined as any person whose name appears on an employee list provided by the ISU Human Resources Office and who has a valid faculty/staff card. Reserved lot permits are available for sale to students the first school day of the second week of classes in the fall semester. Reserve lots will be oversold only where practical and by no more than five percent (5%).

Food Services, Lookout Credit Union, and KISU-TV employees may purchase reserved lot permits if they wish.

Students residing in campus housing will be issued permits in the campus housing lot nearest their residence. A housing overflow lot will also be designated.

Affiliate faculty members will be required to purchase a permit.

## Exceptions

Requests for waivers of any of the above regulations must be submitted in writing to the Parking & Traffic Supervisor. The written request must contain full justification for the need for such waiver and must be approved in writing before the regulation may be regarded by the applicant as waived or altered.

## Violation Fines

Fines are payable:

- At the Parking Offices of ISU, ISU Meridian, or ISU Idaho Falls during normal business hours.
- Online through the [Parking Portal](#).
- By postal mail. If paid by mail, fines may be paid by check or money order made payable to Idaho State University, ISU Public Safety Campus Box 8140, Pocatello, Idaho 83209-8140.

Any person who deposits, throws, discards, or otherwise disposes of any litter on campus property may be cited for littering.

Persons who receive a citation for parking or driving on the grass will also be charged for the cost of repairing any damage to university property.

Persons parked in violation of more than one regulation may be cited for each offense. Violation of timed spaces or pay station spaces may be cited for each time violation (i.e., each hour, 2 hours, 30 minutes, or as appropriate).

Fines must be paid for or a written appeal filed with the Campus Parking Office within ten (10) working days after the violation. Appeal forms are available [online](#) or in the Parking Office.

Students with unpaid fines will not be able to obtain transcripts or transfer records until all fines are paid in full. Faculty and staff will not be issued parking permits until all fines are paid in full. Habitual offenders will be turned into their respective disciplinary authority.

Student offenses that necessitate disciplinary measures in addition to violation fees assessed will be referred to Student Affairs for appropriate action.

For all purposes of these regulations and in such cases in which a violation has occurred, it will be presumed, in the absence of proof to the contrary, that the violator is the registered owner of the vehicle as the information appears on record in the Department of Law Enforcement in Boise or other states.

For each violation incurred during each semester or summer session, the following fines will be charged.

Pay Station Violation	\$20.00
General Lot Violation	\$30.00
Reserve Lot Violation	\$35.00
Housing Lot Violation	\$30.00
Motorcycle Parking Violation	\$30.00
Loading Zone Violation	\$30.00
Yellow Curb Violation	\$20.00
Official Business/Vehicle Violation	\$25.00
Fire Zone Violation	\$80.00
Grass/Sidewalk Violation	\$30.00
Client/Patron Lot Violation	\$30.00

Ridgecrest Visitor Lot Violation	\$30.00
Blocking Traffic/Roadway Violation	\$30.00
Parking Against Flow of Traffic Violation	\$15.00
No Parking Zone Violation	\$30.00
Disabled Parking Only Violation	\$105.00
Need ISU Disabled Permit Violation	\$30.00
Altered/Forged Permit Violation	\$80.00
Use of Lost/Stolen Permit Violation	\$100.00
Littering Violation	\$25.00
Smoking Violation	\$35.00
Moving Violation	\$30.00
Other Violation	\$30.00

## Special Event/Activities Parking Arrangements

Special Event arrangements must be made by contacting Parking at (208) 282-2625 at least three days in advance to the event. Lot closures for event parking will be charged at \$200/day for days 1 & 2 and \$100 each additional day (ASISU Events \$50 per day). Departments who fail to make arrangements in advance will be charged \$50.00 in addition to \$5.00 for each citation issued.

Idaho Falls has designated the parking area in the northwest corner behind the Bennion Student Union Building as event parking to allow students unimpeded parking next to the classroom buildings. Individuals in the assigned event parking area will be required to display an authorized guest permit unless other prior arrangements have been made.

## Visitors

Visitor parking permits are available at each respective campus Parking Office and at the Parking Information Booth in Pocatello. Day use passes are available for \$5 and are valid in any General Parking lot on campus. Day use passes are only valid for the dates written on the pass.

Visitors may also utilize pay station spaces. These spaces are located throughout the Pocatello and Idaho Falls campuses.

Visitors with state issued Disabled Placards are allowed to park anywhere on campus.

Housing residents are allowed to provide their visitor with a free pass during their visit, Please visit the Pocatello Parking Office at 625 E Humbolt Street, located inside Public Safety, to receive this pass.