

Duke University Parking and Transportation Services Parking Policies and Regulations 2008-2009

1. Authority

1.1 The Director of Parking and Transportation Services (PTS) (herein referred to as the “Director”) is responsible for the registration and parking of vehicles on property owned or leased in whole or in part by Duke.

1.2 The Director will exercise discretion and authority in a manner as to ensure the proper and effective use and control of the available parking areas and facilities, and the benefit and maximum convenience of visitors, students and employees on the Duke campus. For the purpose of this document “campus” will include all University and Medical Center areas except where specified.

1.3 The Director retains the right to authorize or deny the use of or closing of campus streets and parking lots, and may suspend enforcement of parking regulations to allow for special events on campus. Exceptions to regulations, temporary regulations and enforcement suspensions are valid only for when and how specified, and will not be considered precedent for future situations.

1.4 Liability: Duke University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on the properties leased to or under the control of the Board of Trustees of Duke University.

1.4.1 Application: The provisions of this Document will apply to all Duke University employees, Medical Center/Health System employees, students, vendors, contractors and visitors, as well as the operators of all vehicles, whether public or private, and they will be enforced 24 hours a day, except where noted. It is unlawful for any operator to violate any of the provisions of this Document.

1.4.2 The operator of any vehicle will obey the lawful instruction of any law enforcement officer, parking control officer, traffic officer, and any official traffic signs or control devices appropriately placed and in accordance with the provisions of these regulations. Whenever a particular section does not state that signs are required, such section will be effective without signs being provided.

1.4.3 Nothing in this Document will be deemed to prohibit authorized vehicles of Duke, or its agents, or of any public utility company from making any such stops as the establishment and maintenance of streets, grounds, water supply, and utility lines require. It is unlawful to drive or park a motor vehicle on sidewalk, grass, or shrubbery unless such areas are designated for parking.

1.4.4 Monies: Any monies collected pursuant to this Document will be used to fund the operations and capital responsibilities of parking and transportation systems and such other purposes as deemed necessary to carry out the transportation program at Duke. PTS establishes parking fee rates necessary for the funding of operations and capital expenses.

1.4.5 Rules of Evidence: When a vehicle is found to be in violation of this Document it will be considered prima facie evidence that the vehicle was parked:

- a. By the person holding a parking permit for that vehicle,
- b. By the person registered with the University for a parking permit displayed on that vehicle, or
- c. By the person on file as the vehicle's owner with the North Carolina Division of Motor Vehicles, or corresponding agencies of another state or nation.
- d. Changes and Modification to these Policies - These terms and conditions are subject to annual review and modification.

2. Two Wheeled Vehicles

2.1 Motorcycles - Motorcycles must have valid parking permits to park on campus. Duke employees, students, and employees of other entities with offices on the campus, or other leased or owned properties, are eligible to request a parking permit.

2.1.1 Permits are purchased from PTS. Anyone who has a valid permit for an automobile may purchase a motorcycle permit for their personal use at a reduced rate. Motorcycle permits may not be used as part of a carpool. The permit must be affixed to the front fork or rear fender of the motorcycle. Motorcycles must be parked in designated motorcycle spaces.

2.2 Bicycle/Moped/Scooter

- a. Bicycles/Mopeds/Scooters are considered vehicles, and every rider of a bicycle/moped/scooter on the Duke campus will be subject to the provisions of this Document with the modifications issued in this section.
- b. Bicycles/Mopeds/Scooters must be parked and/or chained only to bicycles racks or designated areas.

2.2.1 Registration - All bicycles/mopeds/scooters that are operated, parked, or stored on the campus by any employee or student should be registered with PTS.

2.2.2 Bicycle/Moped/Scooter Permits

- a. Bicycle/moped/scooter permits are not transferable (either between persons or assigned bicycles/mopeds/scooters).

- b. If a bicycle/moped/scooter permit becomes damaged, or if the owner acquired a new bicycle/moped/scooter, then the owner should obtain a replacement permit from PTS.
- c. Bicycle/Moped/Scooter permits do not expire.

2.2.3 Bicycle Impounding - Any bicycle may be impounded if such bicycle appears to have been abandoned or creates a safety hazard.

2.2.4 Operation of a Bicycle – Bicyclists must adhere to traffic control devices and rules of the road applicable to motor vehicles under North Carolina state laws as prescribed in the General Statutes of North Carolina Chapter 20, Motor Vehicles.

2.3 Skating/Rollerblading

2.3.1 Skating is prohibited in all buildings on Duke property and in all buildings leased or used by Duke.

2.3.2 Skating that is solely for transportation purposes (e.g., between classes and residence halls and dining halls) is permissible under the following conditions:

- a. Skaters must yield to all pedestrians and vehicles.
- b. Skaters may not damage any property.
- c. Skaters must travel at a safe speed, may not do any jumping, may not ride over steps or curbs, and must remain on smooth paved surfaces.

2.3.3 This policy will be enforced by the Duke University Police Department.

3. Parking Permits

3.1 General Terms and Conditions

- a. Permits are issued for an annual or biannual period to departments, employees, and students. Individuals in specified groups are eligible to purchase weekly, monthly, and periodic use permits.
- b. Permit holders are responsible for any parking fees and fines. Outstanding parking fines or fees will be transferred for collection upon identification and subsequent linking of a vehicle to a customer account.
- c. Permit purchases can be made within the application timeframe online at the PTS website, or by submitting a completed printed application to the Parking Services Office.

3.1.1 Authority to Issue

- a. PTS is the sole department authorized to issue any type of parking permit used for parking on the Duke University campus.
- b. Any permit issued by any other individual, department or agency will not be recognized as a valid parking permit and will cause the vehicle to be cited and/or towed.

3.1.2 Property - Parking permits, replacement permits, temporary permits, or electronic remote gate openers remain the property of PTS and may not be given, sold, or traded to another person or placed on a vehicle other than the one(s) for which the permit is registered.

3.1.3 Vehicle Registration

- a. Individuals and departments must provide current vehicle registration information before a permit will be issued.
- b. Vehicle registration information includes: registrant, make, model, year, license plate number and state of issue, and local address of registrant.
- c. Individuals and departments owning permits are responsible for maintaining current vehicle information with PTS.
- d. Individuals must register all vehicles that may park on campus and display their assigned permits.
- e. Carpool participants and ridesharing participants must register all vehicles that may use the assigned permit.
- f. Vanpool participants must register their vehicles in the event they need to drive to campus.
- g. Motorcycle registration information must be provided with permit application.
- h. Employees and students who bring a vehicle to campus must register that vehicle before any permit, including temporary, will be issued. In the event the vehicle is not associated with an employee or student outstanding parking fees and parking fines will be billed to the permit or vehicle registrant.

3.1.4 Payment of Parking Permit Fees and Parking Fines - Permit fees and parking fines must be paid by one of the following methods:

- a. Employees may use payroll deduction on a pre-tax basis for parking permits based upon the employee's benefits eligibility. Employees may pay by cash (in person), check, credit or debit card.
- b. Student permit fees will be billed to their Bursar accounts.
- c. Departments may pay by Interdepartmental Request.
- d. Unpaid parking fines or fees owed by employees of Duke will be collected through payroll deduction.
- e. Unpaid parking fines or fees owed by students will be billed to their Bursar accounts. Access to grades and registration may be prevented until fines and fees are paid.
- f. Any fines or fees that cannot be collected through the above- mentioned means may be collected through an outside collection agency.

g. Vehicles with outstanding fines and fees are subject to immobilization (booting) and/or impoundment.

3.1.5 Returns and Refunds - An individual who has been issued a parking permit must return it to PTS if they leave the University prior to the expiration date of the permit. Refunds may be issued if the permit is returned before the refund deadline. Certain refund conditions may be applied to permits issued to students, temporary and nine-month employees. The refund value for annual permits is the current face value of the permit if turned in prior to the refund deadline.

3.1.6 Parking Permit Categories

- a. Special - Spaces or permit types available to certain individuals, or where special approvals are required.
- b. Premium - Parking spaces located in a garage, gated lot, or non-gated lot that provide close, convenient parking to a building or facility where the demand is great.
- c. Garage – Structured multi-level parking areas specifically.
- d. Gated – Surface parking areas where entrance is restricted by a gate.
- e. Proximate – Surface or structured parking spaces located in a gated lot or non-gated lot that are moderately convenient to nearby buildings or facilities.
- f. Remote - Parking spaces located near the perimeter of campus where shuttle service is usually necessary to get to one's destination.
- g. Resident - Parking spaces designated for resident student use or others who live in campus residence halls.

3.1.7 Temporary Replacement Permits

- a. Permit holders may receive a complementary replacement permit valid for a maximum of two weeks in instances when they must drive a substitute vehicle to campus.
- b. Permit holders are not entitled to obtain a temporary permit for a second vehicle parked on campus.
- c. PTS reserves the right to limit the number of replacement permits issued to an individual to four permits per calendar year.

3.1.8 Proper Display of Permit

- a. Parking permits must be displayed facing outward on the rearview mirror of the vehicle. The entire permit must be clearly visible and cannot be obscured in any way.
- b. Adhesive permits for convertible automobiles may be issued and must be affixed on the back of the rearview mirror of the vehicle. Only one convertible permit will be issued to an individual.
- c. Placards must be displayed on the front dashboard of the vehicle, face up.

3.1.9 Permit Replacement

- a. If a permit holder can return an identifiable portion (including the permit number) of a permit registered to them, they may receive a replacement free of charge.
- b. The replacement charge for all other permits will be one-half the current face value of the permit.
- c. If the reported lost or stolen permit is found in use on campus, the original holder may be subject to fines and loss of parking privileges if it is found the information they provided was falsified.
- d. The DukeCard Office can replace lost, stolen or damaged DukeCards.
- e. If a permit is found, it must be returned to PTS and the replacement fee will be refunded to the registered permit holder.
- f. Displaying and/or possession of a lost/stolen permit or gate opening device will result in parking fines, towing or immobilization of the vehicle and the loss of parking privileges for up to one year.

3.1.10 Trading or Selling of Permits

- a. Parking permits remain the property of PTS and as such, parking permits and/or replacement permits may not be given, sold, or traded to another person.
- b. Violation will result in a fine and/or loss of parking privileges for up to one year.

3.1.11 Counterfeiting or Altering of Permits - Counterfeiting or altering permits will result in parking fines, towing or immobilization of the vehicle and/or loss of parking privileges for up to one year.

3.1.12 Presenting False Information - Presenting, attempting to present, or conspiring to present information that an individual would have reason to believe is false, to any employee or agent of PTS for the purpose of obtaining a permanent or temporary parking permit, retaining a parking permit, processing a petition/appeal for the purpose of deceiving any employee or agent may result in a fine and/or loss of parking privileges for up to one year.

Permit Rates and Eligibility - 2008/2009

PERMIT RATES AND ELIGIBILITY – 2008/2009					
Permit Name	Employee Annual Rate	Student Annual Rate	Employee Eligibility	Graduate Eligibility	Undergraduate, Resident or Commuter Eligibility
Reserved					
Bryan Research Garage	\$1158	N/A	X		
Premium					
Allen	\$750	N/A	X		
Hock	\$750	N/A	X		
LaSalle	\$750	N/A	X		
Parking Garage IV	\$750	N/A	X		
Science	\$750	N/A	X		
Trent	\$750	N/A	X	X	
Garage					
Parking Garage I	\$627	N/A	X		
Parking Garage II	\$627	N/A	X		
Parking Garage III	\$627	N/A	X		
Gated					
DN	\$417	N/A	X		
GC	\$417	N/A	X		
PL	\$417	N/A	X		
Proximate					
751	\$366	\$274	X	X	
ATC	\$366	\$274	X	X	
Broad Street	\$366	\$274	X	X	
Card	\$366	\$274	X	X	
Chapel Drive	\$366	\$274	X	X	
Chemistry	\$366	\$274	X	X	
Circuit Drive	\$366	\$274	X	X	
Development	\$366	\$274	X	X	
Fuqua	\$366	\$274	X	X	
Law	\$366	\$274	X	X	
Mill Building	\$366	\$274	X	X	
Parking	\$366	\$274	X	X	

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Garage IV (Top)					
Pegram/Carr	\$366	\$274	X	X	
Public Policy	\$366	\$274	X	X	
Wannamaker	\$366	\$274	X	X	
Whitford	\$366	\$274	X	X	
Residential					
Blue Zone (West Campus)	N/A	\$240		X	X
Central Campus Apartments	N/A	\$240		X	X
Red Zone (East Campus)	N/A	\$240		X	X
Remote					
Campus Drive	\$115.80	\$115.80	X	X	
East (excluding Pegram & Carr)	\$115.80	\$115.80	X	X	
Green Zone	\$115.80	\$115.80	X	X	
Sports Medicine	\$115.80	\$115.80	X	X	
Yellow Zone	\$115.80	\$115.80	X	X	
H, HR, HEW	\$81.60	\$81.60	X	X	
Lenox Baker	\$81.60	\$81.60	X	X	
RX	\$81.60	\$81.60	X	X	

Special Permit Rates and Eligibility – 2008/2009

Special Permit Rates and Eligibility - 2008/2009			
Permit	Annual Rate	Description	Valid Parking Areas
Reserved Space	Individual Rate: \$1158	Departments and qualified individuals including the President, Executive Vice President, Provost, Associate Provosts, Associate Vice Presidents, and Deans or Schools and Colleges are eligible. The Executive Vice President for Administration must approve all requests. Each vanpool coordinated through TTA will be provided parking at no charge.	The specific assigned space, any other unreserved space in any non-premium lot. Parking is not allowed on the Chapel Quad without approved reservation. Allen, PGIV, LaSalle, or Science lot access may be requested based upon individual need and space availability.
Universal Access	Individual Rate: \$960	Departments and qualified individuals are eligible. Qualified individuals include those eligible for Reserved Spaces, Associate Deans, Department Heads and Directors. DSG, DUU and GPSC may obtain this permit to assist them in conducting the business of their offices. All others must have valid justification. Any department may request the UAS permit for its assigned vehicle or to share among employees who travel on campus to conduct its business.	Permit is valid in PGIV and in any unreserved space in any non-premium lot. Parking is not allowed in service spaces, loading zones, in metered and paid spaces, and the Chapel Quad. Other premium lot access may be requested based upon individual need and space availability.
Multi-Garage	\$627	Departments or qualified individuals with extenuating circumstances or special needs to park in multiple garages. All needs must be documented and approved by PTS.	Employee sections of PGI, PGII, and PGIII
Duke Service Vehicle	\$360	Assigned to Duke vehicles owned by departments that provide services to the Duke Community.	Permit is valid in any Service space, for 30 minutes in a loading zone and in any zoned lot. Permit is not valid in reserved spaces.
External Service Vehicle	\$360	Issued to external service contractors or vendors. Must have written approval of FMD, E&O, or Campus	Access to all surface lots (except DN); PGI & PGII pt/visitor areas; PGIII; PGIV

Duke University Parking Policies and Regulations – 2008/2009

		Services Administration	
External Multi-Zone	\$360	Customer has 2007-2008 Service permit. Eligibility based upon permit usage and locations. *This permit will only exist for 2008-2009. Customer will buy zoned or UA permit in subsequent years.	All surface lots (except DN); PGI & PGII pt/visitor areas; PGIII; PGIV
Personal Non-Service	\$360	Customer has 2007-2008 Service permit and is Duke employee. *This permit will only exist for 2008-2009. Customer will buy zoned or UA permit in subsequent years.	All surface lots (except DN); PGI & PGII pt/visitor areas; PGIII; PGIV
Visitor	Department: \$1158 annually, or \$3 per daily permit	Departments may request and purchase spaces that would be signed and reserved for their visitors. Permits should be displayed on the visitor's vehicle parked in the space. Employee and students are not considered visitors.	The permit is valid in the space designated as visitor parking for a particular department.
Mobility	Based on permit zone	Individuals must have a permanent or temporary disability that qualifies them for access to handicapped parking spaces.	AMB-R or AMB-S spaces are in close proximity to accessible pathways and building entrances, or bus stops.
Carpool	3 people in carpool - \$4.00 per month 4 people in carpool – FREE permit	Three or more employees or students who drive together may purchase a carpool permit and will be given access to a preferred lot (depending on availability) when driving together. Each participant must register his or her vehicle with PTS.	Permit is valid in designated parking area. Carpool members are eligible for up to 24 daily passes at not cost.
Rideshare	Total permit fee shared between participants	Two employees or students who drive together may purchase a rideshare permit and will be given access to a preferred lot (depending on availability) when driving together. Each participant must register his or her vehicle with PTS.	Permit is valid in designated parking area. Rideshare members are eligible for up to 24 daily passes at not cost.
Vanpool Parking	No Charge	Vanpools formed through Triangle Transit Authority may park on campus without charge. Vanpools must be	Vanpool members are eligible for up to 24 daily passes at not cost.

Duke University Parking Policies and Regulations – 2008/2009

		registered with PTS	
Emeritus	Student Rate for the assigned permit	An emeritus permit can be purchased at the "student rate" by emeritus faculty for use in lots commonly used by faculty associated with the same department or program as the emeritus faculty member. Faculty who attained emeritus status prior to 07/03 will retain the parking privileges that were in place prior to the implementation of the current policy.	Parking is not allowed in service spaces, loading zones, premium lots, garages, reserved spaces, and the Chapel Quad.

3.2 Employee Parking Permits

3.2.1 Annual permits expire on August 15 for the year issued.

3.2.2 Employees may request a parking permit at any time during the year. Employee permits are assigned based on availability. New employees must provide PTS with documents certifying their employment with Duke. These individuals may request parking permits for unreserved parking spaces or lots closest to their primary work location.

3.2.3 Employees who have their permit fee paid through payroll deduction must return their permit upon termination of employment. Individuals are responsible for the monthly payment until the parking permit is returned.

3.2.4 Employees on an unpaid leave of absence or faculty who take off-campus scholarly assignments may elect to retain their permit if it is paid in full through its expiration date. Employees who are having their permit fees deducted through a monthly payroll may return the permit prior to the leave, or be responsible for monthly permit fees. The employee may be reassigned parking based on availability when they return to Duke employment and reinstate their payroll deduction for parking fees.

3.2.5 Special Faculty - Salaried Visiting, Clinical, Research, and Extension faculty are considered employees of the University. Employee parking policies apply to these individuals.

3.2.6 Retired Faculty

a. Retired faculty may request an "Emeritus" permit if they wish to visit the University. Verification of emeritus status is required at initial application. An "Emeritus" permit can be purchased at the "student rate" by emeritus faculty for use in lots commonly used by faculty associated with the same department or program as the emeritus faculty member. Faculty who attained emeritus status prior to July, 2003 will retain the parking privileges that were in place prior to the implementation of the current policy.

b. A retired employee who returns to work in either part-time or full-time capacity must notify PTS and return his or her permit. The individual must purchase a regular-priced employee permit to park on campus while working.

c. Individuals who falsify employment or compensation information are subject to suspended parking privileges.

d. Unauthorized individuals may not use permits issued to retirees to park on campus.

3.2.7 Payroll Deduction for Permanent Part-time and Full-time Employees - Employees receiving paychecks monthly or biweekly for twelve months a year are eligible to have their monthly parking permit fee deducted from their paychecks. If an individual leaves University or Medical Center employment, he or she is responsible for returning the permit to PTS.

3.2.8 Temporary Employees

- a. Individuals employed in temporary positions through Duke Temporary Service (DTS) or other temporary agencies may request a parking permit.
- b. Verification of employment, including duration of employment, may be required.
- c. Payment must be for the full amount due on the parking permit. Partial payments are not acceptable. Payroll deduction is not permitted.
- d. Individuals with short-term assignments can purchase permits on a monthly basis. The rate will be the same as the rate for a regular employee in that lot. Only certain lots will be open to temporary employees and availability will be determined by PTS at the time of purchase.
- e. Temporary employees are not eligible to be placed on a permit waiting list.

3.2.9 Individuals on campus employed by other agencies, including government or military agencies, are eligible for parking under the guidelines for employees, but are not eligible for payroll deduction of permit fees.

3.2.10 Adjunct Faculty

- a. Adjunct faculty members are expected to purchase a permit if they require parking on campus.
- b. Employee permit policies will apply to adjunct faculty.

3.2.11 Faculty in Residence - Employees who live on campus in residence halls are eligible for a reserved parking space and payroll deduction for permit charges.

3.2.12 Resident Coordinators - Full-time Housing employees who live on campus in residence halls are eligible for a reserved parking space and payroll deduction for permit charges.

Duke University Policies - Student Permits

3.3 Student Parking Permits

3.3.1 Eligibility and Application Procedures

- a. Duke graduate, undergraduate, and transfer students may request parking permits. Eligibility will be based on classification and resident or commuter status.

- b. Students who change their status (i.e., from Central to West, or East to Central) as a result of changing their residence, are responsible for contacting PTS to change their parking permit to the one appropriate for their residency status.
- c. Students who were issued permits based on a particular status and change that status without notifying PTS may lose their privileges if their new residency does not qualify them for the permit that they currently hold.
- d. Permits are issued based on availability with consideration given to location of residence.

3.3.2 Student Permit Payments and Refunds

- a. All Student permits will be billed to the student's bursar account. Student permits issued at the beginning of fall semester will be sold at the full annual rate. Permits are prorated monthly. Students must pay the total cost of a permit (full rate or prorated amount) before the permit will be issued. Students will not be issued permits on a monthly basis.
- b. Permit refunds will not be issued after January 17.
- c. A parking permit may not be used by, or transferred to, another individual who is not a registered user of the permit. Violators will lose parking privileges on campus.

3.4 Students Abroad - Students returning from study abroad programs for the spring semester will have access to all residential or commuting permits available at that time.

3.5 Graduate Student Lottery

3.5.1 PTS will allocate to participating departments a specific number of permits to assign to that department's graduate or professional students. The department will conduct a permit lottery for eligible students.

3.5.2 A completed list of lottery winners, including the student name and assigned lot, must be returned to PTS, at which time these permits will be made available for purchase on-line.

3.5.3 Lottery winners who do not purchase their assigned parking permit within the set timeframe will permanently lose their assignments.

3.6 Waiting List Assignment Process

3.6.1 PTS maintains waiting lists of customers desiring to change the zone in which they park. As spaces become available, they will be offered to those on the waiting list based on the date the customer entered the waiting list for that parking zone.

3.6.2 During renewal or waiting list signup customers are requested to prioritize their waiting list zones based on preference. Upon being offered a space in a parking zone, the customer will be removed from the waiting list for that zone and for all lower priority zones, regardless of whether the customer accepts the space offered or not.

3.6.3 Effective August 15, 2005, customers may select up to two zones for waiting lists. Customers on more than two waiting lists prior to August 15, 2005 may remain on more than two waiting lists, but cannot be placed on additional waiting lists totaling more than two.

3.6.4 Customers may not be placed on waiting lists for zones in which they are ineligible to purchase a permit. Students and employees who, according to information from the Duke Enterprise Directory, have become former students or employees will be removed from waiting lists. As Fuqua, Law, and Medicine student permit allocation is performed in conjunction with the respective school, Fuqua, Law, and Medicine students are ineligible for waiting lists.

3.7 Permits for Departments

3.7.1 Departments considering purchase of parking permits for individuals with departmental funds should contact their budget officer to review appropriateness.

3.7.2 Academic and Administrative departments may purchase shared use departmental permits for employees to use while conducting related business.

3.7.3 Departments may request an individual permit for an employee to use while providing service throughout campus.

3.8 Visitor Parking and Permits

Please note: The valet parking available at Duke Hospital, Duke Clinics, and the Emergency Department is managed by Duke University Health System Administration.

3.8.1 All visitors in zoned lots must display a Daily Visitor parking permit issued by PTS or provided by departmental authorized representatives.

3.8.2 Campus departments, employees, or students who sponsor events on campus or invite visitors, are responsible for pre-arranging parking for their guests. PTS has the right to refuse parking if the event or the number of guests severely impacts parking availability for permit holders.

3.8.3 Visitors must pay in advance of parking in metered spaces and/or pay station areas. A current non-expired receipt must be displayed on the dashboard at all times when parked in pay station lots.

3.8.4 Employees and students are prohibited from using designated visitor spaces and areas designated for patients and visitors.

3.9 Pay Stations, Meters, and Parking Garage IV

3.9.1 Pay stations are located at the Science Drive lot, Sarah P. Duke Gardens, Nasher Art Museum, and the Bryan Center. Meters are located throughout campus. Rates at pay stations and meters are \$2 per hour.

3.9.2 Any individual who parks in a pay station lot or at a meter must pay the appropriate fee for the time his or her vehicle is parked, including permit holders.

3.9.3 The maximum time allowed and hours of operation vary by location and are displayed on each meter and pay station.

3.10 Vendor and Contractor Permits

3.10.1 Vendors delivering supplies and materials on campus are required to purchase a parking permit. Vehicles must park in marked spaces and may not park on curbs, sidewalks, landscape areas, fire lanes, handicap spaces, or block traffic.

3.10.2 Vendors that provide goods or repairs, and are on campus for more than two days in a five-day period, must purchase a permit to park on campus and to use loading zones. These permits may be purchased in advance by either vendors or associated departments.

3.10.3 Contractors performing repairs or surveys of utility (water, gas, sewer, phone, electricity) infrastructures are not required to purchase a parking permit if they have a visible logo displaying their company name and service on the vehicle.

3.10.4 Contractors that are on campus under contract to perform repairs or construction must request parking through PTS. Vehicles owned by the contractor or its employees that are found in violation of Duke parking policies will be subject to towing and fines.

3.11 Handicapped Parking Permits

3.11.1 Any employee or student who, because of a short-term or permanent disability, requires a vehicle on campus, must apply for a

parking permit to park in an accessible space. The individual is responsible for providing EOHW (employees) or Student Health (students) all information required to process and review their request for an exception due to disability.

3.11.2 Accessible travel for the individual will be considered, and a decision will be made for the best alternative.

3.12 Trustee Permits

3.12.1 Members of the Board of Trustees of Duke University and Duke Medical Center will be issued "Trustee" permits and programmed gate access cards at the direction of the University Secretary for the duration of their six year term.

3.12.2 "Trustee" permits will be valid in any non-reserved space on campus.

3.13 Student Government Eligibility - GPSC, DUU, and DSG are eligible to receive one Universal Access permit per organization to conduct the business of their offices.

3.14 Permits for Camps, Conferences, and Events

3.14.1 Parking for camps, conferences, and other large events must be coordinated through PTS.

3.14.2 Charges may be applied for the use of parking lots and for the appropriate permits.

3.14.3 The camp, conference, or event may be required to pay for or provide traffic and parking control.

3.14.4 Departments or individuals may not issue parking permits or give consent to park on campus without approval from PTS.

3.14.5 Failure to coordinate parking and traffic needs and obtain authority from PTS may result in fines and restrictions to parking facilities.

3.14.6 Requests for valet parking service may be made through PTS.

3.15 Parking Losses as a Result of Construction

3.15.1 PTS may assign permit holders replacement parking during the period of construction in the most proximate lot/zone where space is available.

3.15.2 Permit rates during the construction period will be adjusted to reflect the new lot or zone if applicable.

3.15.3 When space is limited every effort will be made so current permit holders will not be displaced in order to accommodate those whose parking is impacted or lost due to construction.

3.16 Assignment Processes for Newly Constructed Lots

3.16.1 PTS may initially offer permits in new lots or zones first to those displaced by construction.

3.16.2 Remaining assignments may be made to employees and students working or residing in the immediate vicinity. Waiting lists may be used to ensure all spaces are assigned.

4 Parking Regulations

4.1 Permit Requirement - Vehicles must be parked in marked spaces. Vehicles must properly display a current permit for the appropriate area in which the vehicle is parked from 7:00 AM through 5:00 PM, Monday -Friday, excluding University Holidays.

After Hours and Weekends - No residential student parking is allowed in lots with gates down or broken, unless designated for residential student parking. Please refer to the Guide to After Hours and Weekend Access.

4.2 Parking Enforcement - Duke University Police Department enforces parking regulations.

4.2.1 Summer Parking Enforcement - During the summer, permit restrictions may be adjusted in many locations due to availability and need. Summer permit enforcement is in effect the first Monday following graduation through August 15 of each year as follows:

a. Gated Zones/Lots:

Lot 751 and Blue Zone - Any current Duke permit is valid.

However, the IM lot in the Blue Zone restricts access to appropriate permit holders.

b. Non-gated Zones/Lots:

East Employee Zone (excluding the Crowell lot), Red Zone, and Bassett Drive - Any current Duke permit is valid.

c. All other lots and garages are enforced for required permits year-round.

4.3 Reserved Parking Spaces - Parking is enforced 24 hours, seven days a week, including University Holidays. At all times the appropriate permit for the

reserved space/area/lot must be displayed on the vehicle. Vehicles parked in reserved spaces without the proper permit will be towed at the owner's expense.

4.4 Lots/Areas Reserved for Events - All vehicles must be removed from lots/areas when designated as reserved for events before the posted time. Vehicles in violation will be cited and towed at the owner's expense.

4.5 Service Spaces - Parking regulations are enforced weekdays between the hours of 7:00 AM through 5:00 PM, Monday through Friday, unless otherwise posted.

4.6 Loading Areas – Loading zones and docks are enforced based on posted signs in the area.

4.7. Visitor Parking - Visitor Parking permits are required on all vehicles parked on campus by individuals not affiliated with Duke. Faculty, staff, and students associated with Duke University or the Medical Center/Health System are not considered visitors. Individuals who use the resources of Duke on a regular basis (more than twice weekly) are not considered visitors. PTS will sell Daily Visitor permits to departments for distribution to their guests. Official Duke visitors may use any of the designated visitor pay lots or meters, or they may purchase a parking permit at the PTS for use in designated areas. No vehicles may be left unattended in patient drop off areas.

4.7.1 Motor homes and over-sized vehicles should park adjacent to PG II on a first come, first served basis. One-day passes may be purchased from the parking attendant in PG II.

4.7.2 Multiple visitors will not be allowed into gated lots without prior approval from PTS. Visitors in groups of more than 15 will be handled by the Special Events section of PTS. Departments with frequent visitors may require a Reserved Visitor space. Requests for such spaces should be made to PTS.

4.7.3 Daily visitor permits for pay lots or meters are \$5/day for eligible visitors.

4.7.4 Department permits for campus "Reserved" or shared visitor spaces are \$3/day.

4.7.5 Departments and agencies will not be allowed to design, produce or issue parking permits not approved by PTS. The display of unauthorized permits will result in a fine.

4.8 Inoperable or Raised Gates - If a gate is raised during the time when enforcement is normally in effect, permit(s) required for that area will continue to be enforced.

4.9 Designated Visitor Parking Spaces - Employees and students are not allowed to park in designated visitor spaces.

4.10 Hourly Pay Lots - Hourly pay lots controlled by pay stations will be enforced from 7:00 AM through 5:00 PM, Monday through Friday, exclusive of University Holidays, unless otherwise posted.

4.11 Metered Spaces - Metered spaces will be enforced from 7:00 AM through 5:00 PM, Monday through Friday, exclusive of University Holidays, unless otherwise posted. In the event that the lot is being used for a special event, a sign will be posted informing drivers of the time that cars must be removed.

4.11.1 Everyone who uses a pay lot or metered space during the regulated hours must pay to park or display a valid pay lot visitor permit.

4.11.2 Individuals with handicapped placards must pay to park in garages, pay lots and at metered spaces if the metered space is designated accessible.

4.11.3 Inoperable meters or pay stations must be reported to PTS immediately at (919) 684-PARK. Knowingly parking at an inoperable meter or pay station is a violation.

4.11.4 Vehicles may not park overnight in PGIV (Science Drive at Bryan Center).

4.12 All Zones Areas - Any valid current permit, except Blue Zone, may park in the concourse of Wallace Wade Stadium except during athletic events, when there is no parking on the concourse. Any valid Duke permit may be used at Asbury Church on East Campus except when the lot is being used for church activities.

4.13 Blue Zone Parking Exceptions - Vehicles permitted to park in the Blue Zone must be removed by midnight of the evening prior to home football events.

4.14 Eligibility and Exceptions - PTS may designate lots to serve specific groups as necessary to fully utilize parking resources.

4.15 Encroachment - No vehicle shall be parked in a manner that causes it to occupy any portion of two or more parking spaces simultaneously.

4.16 No Parking Area and Improper Uses of Parking Spaces

- a. No parking will be permitted on sidewalks, walkways, landscapes, and travel lanes or over pedestrian crosswalks.
- b. Blocking dumpsters and unauthorized parking at loading docks and service spaces is not permitted.
- c. Parking in a fire lane, fire access area, or obstructing fire and rescue access is not permitted.
- d. Parking spaces on campus may not be used to post the sale of a vehicle, wash vehicles or store vehicles unless authorized by PTS.
- e. Vehicles may only use one parking space at a time. No trailers may be attached to a vehicle while it is parked on campus.
- f. Storage units, trailers, jet skis or boats may not be placed in parking spaces without the prior consent of PTS.
- g. No space may be blocked, reserved, or closed to access without the consent of PTS.
- h. No spaces may be signed or designated for a particular use or user without the consent of PTS.
- i. Access to a gated parking lot or facility may be made only by use of a swipe or proximity card or permit activated by PTS for use by the designated individual or vehicle for access to the specific lot or facility. Any vehicle entering a gated parking lot or facility by any other means is subject to ticket and tow.

4.17 Prohibited Use of PTS Facilities Without Prior Authorization from PTS

4.17.1 Using campus parking facilities for any purpose other than for what they are intended, for mass distribution or posting of information in the form of flyers, or anything else put on vehicles parked on campus.

4.17.2 Advertising any article, commodity, service or event.

4.17.3 Selling or offering for sale any article, commodity, or service except by those persons, firms or corporations who are official selling agencies of the University.

4.17.4 Use of campus parking areas for any purpose other than normal academic or administrative activities.

a. There will be a rental fee charge based on size of lot, length of use, and location.

b. There will be a fee assessed for any labor and/or materials provided by PTS.

c. There will be a fee assessed for any work required to return a lot to its condition prior to rental.

4.18 Abandoned Vehicles - Any vehicle that has been parked illegally for more than seven calendar days or which is legally parked but determined to be "derelict" under North Carolina General Statute 20-137.7 will be removed.

4.19 Blocking Vehicles/Disabled Vehicles

4.19.1 Inoperable/disabled vehicles must be reported immediately to Duke Police (919 684-2444) and removed within 48 hours of the notification.

4.19.2 Inoperable/disabled vehicles left standing in driveways, driving lanes, tow lanes, blocking vehicles, or other no parking areas are subject to being towed and fined.

4.19.3 It is advised that the owner/driver of the inoperable/disabled vehicle move the car to the nearest unreserved, designated parking space and obtain the proper permit from PTS immediately thereafter.

4.20 Towing Regulations

4.20.1 Vehicles found in violation of the following may be towed from campus to a designated storage facility:

- a. Unauthorized parking in a space designated as 24 HOUR TOWING.
- b. Unauthorized parking in a handicapped space.
- c. Parking in a no parking area, landscape, or sidewalk.
- d. Repeat offenders parked illegally. Repeat offenders will be defined as those who have received 10 or more citations (paid or unpaid) during a six month period.
- e. Abandoned vehicles.
- f. Unauthorized parking in a reserved space and/or lot.
- g. A vehicle that has had an immobilization device placed on it and remains unclaimed by 9:00 PM Monday through Friday.
- h. In addition to any fine assessed, the owner of a towed vehicle is responsible for payment of any towing and/or storage fee charge for such towing.
- j. Vehicles are released from towing 24 hours per day, 7 days per week, exclusive of holidays.

4.21 Vehicle Immobilization (Booting)

- a. Any vehicle parked in violation with 4 or more unpaid citations may be immobilized by use of a wheel boot.
- b. Wheel boots must be removed by Duke Police following payment of the boot removal fee and all other outstanding fines to PTS.
- c. The owner or custodian of a booted vehicle may petition the immobilization. Submitting an appeal is not a substitute for payment of the immobilization fee.
- d. Vehicles that remain immobilized after 9:00 PM nightly will be towed to a designated storage facility. The owner or custodian of the vehicle will be responsible for any towing fees, applicable storage fees, and accumulated fines.
- e. Vehicles are released from immobilization by contacting Duke Police (919 684-2444) .

4.22 Suspension of Parking Privileges - Individuals may have their parking privileges suspended for repeated acts of parking violations.

Duke University Parking Policies - Fines

Parking Violations and Fines	
Description	Fine
No Permit/Expired Permit	\$40.00
Landscape/Sidewalk/Pedestrian Way (charges for repairs additional), Loading Docks and adjacent areas	\$100.00
Fire Lane or Emergency Vehicle Access Area	\$200.00
Handicapped Parking Area/Access Aisle	\$250.00
No Parking Area/Not Designated for Parking	\$100.00
Service Space	\$50.00
Reserved Space (Includes employees and students parking in Visitor spaces)	\$50.00
Expired Meter or Pay Station	\$20.00
Improper Permit	\$40.00
Fraudulent Permit	\$200.00
Improper Display of Permit	\$10.00
Immobilization/Boot Fee	\$50.00
Event Parking Violation	\$100.00
Towing Fee	\$105.00
Towing Storage Fee	\$20.00
Damage to Wooden Gates	\$50.00
Damage to Metal Gates	\$250.00
Damage to Immobilization Device (Boot)	\$300.00
Illegal Entry or Exit	\$50.00
Other Damage to Parking Equipment or Facilities	Repairs, plus \$50 fine

6 Appeals

6.1 Submission of Appeals

6.1.1 Individuals issued parking violations and/or related fines may petition the penalty within fifteen calendar days of the date of the citation. Only

appeals received within fifteen calendar days from the date of the violation will be reviewed.

6.1.2 Appeals must be submitted in writing on a Parking & Transportation Appeals Form. Only appeals submitted on a valid form will be reviewed. The Parking & Transportation Services website provides an electronic version of the Appeal Form (one for download and one paperless option) at www.parking.duke.edu.

6.1.3 A written appeal may be supplemented by an oral appeal. It is the appellant's responsibility to schedule an appointment for an oral appeal when the written appeal is submitted. If you submit electronically, by fax or mail, you must call the PTS office during business hours and speak with someone to schedule the appeal. Leaving a message is not an acceptable method of scheduling the appointment.

6.2 Appeal Rulings

6.2.1 Appeals will be reviewed by an Appeals Committee at a hearing where a decision will be determined based on the information available.

6.2.2 The decision reached by the Appeals Committee is final.

6.2.3 Appellants will be notified by mail or email (as specified by the appellant) of the Committee's decision.

6.2.4 If a citation is upheld, collection procedures will be initiated immediately.

6.3 The Appeals Committee

6.3.1 The Appeals Committee is comprised of employees and students from the Duke Community.

6.3.2 A Committee Chair will preside over each meeting. The Chair does not vote except to break a tie.

6.3.3 The Adjudications Officer will be present at each meeting to respond to any technical or policy questions. The Adjudication Officer is not a voting member.

6.4 General Guidelines for Appeals Decisions

6.4.1 Appeal decisions are based on the following considerations, however exceptions may be applied. A decision in an appeals case does not constitute precedence in future similar cases.

- a. Information provided by the appellant.
- b. Information provided by Parking and Transportation Services including previous violation records.
- c. Parking and Transportation Services Policies, Rules, and Regulations.
- d. Information contained in the parking violation notice.
- e. The issuing officer's statement.

6.5 Outside Participation

- 6.5.1 Only the appellant may be present and participate in an oral appeal hearing.

Appendix A

1. Definitions

1.1 Academic Permit Year: The period of time from August 16 of one calendar year until August 15 of the next calendar year.

1.2 Accessible Aisle: The road space adjacent to all curb cuts built for wheelchair access from the street to the sidewalk and the space adjacent to each mobility-impaired parking space identified by white or yellow diagonal lines.

1.3 Bicycle: A device propelled by human power upon which any person may ride, and supported by either two tandems or three wheels, one of which is 16 inches or more in diameter. For the purpose of this Policy, a bicycle will be deemed a vehicle.

1.4 Bicycle Path: A paved strip or path that is designated for use by bicycles. May be adjacent to a roadway, or be a separate route to a roadway, and may also include strips to delineate bicycle lanes from pedestrian lanes.

1.5 Campus: All property located in and around Durham, North Carolina, which is owned or leased by the Duke University and Duke University Medical Center.

1.6 Carpool/Rideshare:

Carpool: An organized group of three or more commuting members who regularly ride together in one car and share the use of a carpool permit issued by PTS.

Rideshare: Two commuters who regularly ride together in one car and share the use of a rideshare permit issued by PTS.

1.7 Citation: A citation issued by PTS or the Duke University Police department for violations relating to certain sections of these policies.

1.8 Contractor: An individual, company or firm, which provides services or goods to Duke University and Duke University Medical Center.

1.9 Crosswalks: Any portion of a roadway distinctly indicated for pedestrian crossing by lines, other markings on the surface, a raised elevation of asphalt or concrete and/or signs.

1.10 Duke University Police Department: Enforces parking regulations established by Duke Parking and Transportation Services.

1.11 Emeritus: Faculty members so designated by the Office of the Provost.

1.12 Employees: The faculty (including non-salaried visiting faculty), research/associate/teaching/intern (post doctoral) employees, re-employed retirees, administrative officers, extension personnel (i.e. employees whose primary work place is on another research or medical campus other than the main Duke and Medical Campuses), clerical personnel and all other non-student employees of Duke University and Duke University Medical Center employed part-time, full-time or temporarily.

1.13 Encroachment: Any vehicle that parks in a manner that places the vehicle's tire or body into the adjacent parking space.

1.14 Faculty in Residence: Employees who live on campus in residence halls and are eligible for a reserved parking space and payroll deduction of permit charges.

1.15 Fire Lane: Any area specifically marked, striped, signed or designated where vehicles are prohibited from parking, and/or any area in which direct and immediate access to a fire hydrant or fire fighting apparatus would be blocked by a parked vehicle.

1.16 Loading Zone: Any area designated by signs, bumper guards, and/or pavement markings that proclaim use for loading and unloading.

1.17 Moped/Scooters: Any motorized two-wheeled vehicle which is capable of carrying a rider and which is currently exempt from North Carolina motor vehicle registration and licensing regulations.

1.18 Motorcycle: Any motorized two-wheeled vehicle which is capable of carrying a rider and which is currently subject to North Carolina motor vehicle registration and licensing regulations.

1.19 No Parking Area: Any area not specifically marked, striped, or designated for parking.

1.20 Operator: A person in actual physical control of a vehicle, which is in motion, stopped, or standing.

1.21 Park: The standing of a vehicle, whether occupied or not, other than while actually engaged in the loading or unloading of passengers.

1.22 Parking Area: Any place or area specifically set aside, marked or assigned by PTS for the parking of vehicles, either permanently or temporarily. Spaces in gravel lots are indicated by a concrete wheel bumper at the head of each space. Parallel/angled spaces must be striped on each end of parked vehicles, excluding unmarked gravel lots.

1.23 Parking Meters/Pay Stations: Any mechanical device activated by coin, currency, credit card or cash key which enables an individual to purchase parking at a specified parking space or lot in incremental time-limit units.

1.24 Parking Meter Space: Any space where a parking meter is installed.

1.25 Parking Meter Zone: Any area, including on streets or in a parking lot where parking meters are installed.

1.26 PTS: The department responsible for, but not limited to: transportation planning, transit services, designation of rules and regulations for parking and traffic, registration of vehicles, distribution of permits, collections of parking fees and fines, renovations, and construction of parking and transportation facilities on the Duke University Campuses and the Duke Medical Center Campus adjacent to Duke University.

1.27 Pay Lot: Any parking lot or area where payment for parking is required based on the length of time the vehicle is parked. Pay lots may be controlled by automated pay machine or by attendants who collect the parking fees.

1.28 Registered Vehicle: A vehicle registered with PTS and authorized to display a Duke parking permit.

1.29 Repeat Offender: Anyone with 10 or more citations (paid or unpaid) in a 6 month period.

1.30 Reserved Lot: Any parking lot marked for a specific parking permit, permit type, user, or use.

1.31 Reserved Space: Any parking space marked for a specific parking permit, permit type, user or use.

1.32 Resident Coordinators: Full-time Housing employees who live on campus in residence halls and are eligible for a reserved parking space and payroll deduction for permit charges.

1.33 Retired Employees: Individuals who have separated from employment with Duke University because of completion of an appropriate term of service, or due to a mental or physical disability, and who are drawing funds from one of Duke's retirement programs, and are not receiving compensation for current services.

1.34 Sidewalks: All property along or by any street, highway, or roadway which is intended for pedestrian use and which lies between the curb line and lateral line of any street, highway, or roadway and the line at which the use of property for purpose other than pedestrian traffic ends.

1.35 Street, Highway, or Roadway: The entire width of a corridor designed or marked by proper authorities for vehicular traffic.

1.36 Student: Any person registered for classes with the University as a full-time, part-time, graduate, or other special basis. This does not include employees of Duke who are in a full-time permanent position, and are taking classes.

1.37 Temporary Employee: Individuals who are not students, who are working for the University in a position that is not considered a “regular”, long-term position.

1.38 Transfer Student: Any student who enrolls at Duke and receives credit for class hours from another college or university, and had been verified through the Registrar as a transfer student.

1.39 Travel Lane: Portion of the road between the center line and curb where vehicles or bicycles are permitted to operate, but where parking is prohibited.

1.40 University: Duke University Campus in Durham, North Carolina.

1.41 University and Medical Center Holidays: Those days named as official University or Medical Center Holidays. Holidays for Duke University and Duke Health Systems are not the same. Holidays do not refer to days when classes are not in session such as fall, winter, and spring breaks.

1.42 Unregistered Vehicle: Any vehicle parked on campus or other properties leased by Duke that is not on file with PTS, whether or not it displays a parking permit.

1.43 Unsettled Fines, Fees and Charges: Fines, fees, or charges levied by PTS that have not been paid.

1.44 Vanpool: A group of commuters who have organized a vanpool through Triangle Transit Authority.

1.45 Vehicle: All mechanical or motorized devices used to transport people and or property on the Duke Campus.

1.46 Vendors: Non-businesses and their employees who sell or deliver services or goods to students, employees or departments.

1.47 Visitor: Individuals not identified as an employee, student, temporary employee, non-salaried visiting faculty, or adjunct faculty.

1.48 Walk or Walkway: A path designated for use by pedestrians whether along a street, roadway or other area.