

**TRANSPORTATION AND PARKING
RULES, REGULATIONS & COMMUTE INFORMATION**
Emory University
Effective August 1, 2008

Transportation Services	Parking and Community Services
Clairmont Campus Deck	Lowergate Parking Deck
1945 Starvine Way	1701 Lowergate Drive
Decatur, GA 30033	Atlanta, GA 30322

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Introduction

Emory University has initiated significant planning in recent years to ensure that its future contributions in research, scholarship, and education will have maximum impact in a world facing new challenges every day. A Campus Master Plan outlining rational growth for the long-term physical development of the campus was created to address and embrace wide-ranging strategies for developing an environmentally sustainable community. Emory's long-standing commitment to the ideals of "environmental stewardship" encourages us to "create a sustainable campus that conserves natural resources, restores environmental quality and protects biodiversity." The planned changes in Emory's physical environment over the next ten years will transform the University and its health care complex into a model of an effective and efficient sustainable community.

The guiding principles of the Campus Master Plan focus on developing a pedestrian campus in which inner campus streets become walkways, bike paths, and green space. Emory's Office of Transportation and Parking Services enthusiastically embraces these principles. The goal is to reduce the number of cars on campus and discourage the single occupancy vehicle commute into the Emory area. To this end, parking is being relocated from the streets of the main campus to the periphery, and we are developing several initiatives in support of alternative modes of transportation. Funds have been allocated to promote more multimodal forms of commuter transportation. This is more in line with a value system that seeks to improve air quality, to be mindful of the environment, and to enhance the quality of life for all.

This manual presents a comprehensive guide to opportunities for alternative means of getting to campus for the 20,000 employees and students (and growing) who commute every day. Emory is grateful for those who have committed to multimodal transportation in the past through

MARTA, carpools, vanpools, shuttles and the bike/walk program, but now a greater effort is needed to reduce traffic congestion and air pollution and to avoid construction of additional parking structures.

A significant number of students and more than 7,500 employees live within three miles of campus. In response to requests for improvements and expansion to the shuttle program, new shuttle routes were rolled out in 2006 and 2007. The free shuttle system uses low-emission buses and includes service from Park-n-Ride lots, from which employees and students can take an express shuttle to campus. Emory's expanded shuttle system received a new look and a new name, Cliff, in 2006. Cliff is a fictional character who takes his name from Clifton Road. Not only is riding on Cliff free but an easy way to get around campus and into neighboring retail and shopping areas.

Emory is committed to its role as a responsible partner and leader in seeking new solutions to a more enlightened stewardship of the Atlanta urban environment. Members of the Emory community are encouraged to work together to reexamine their modes of commuting and to consider modes that share all or part of the ride with others. We hope that these new and refocused programs will promote a greater awareness of commute options designed to reduce the stress of traffic in the area, provide a cleaner environment, and encourage better stewardship of the community in which we work and live. Employees in both Transportation and Parking Services stand ready to assist employees and students in taking advantage of these options.

Part I. Transportation Services Programs Rules and Regulations

Section 1. Environmental Impact

The Smog Season begins on May 1 and ends on September 30. During this time, concentrations of smog are greatest. Across Georgia, twenty-eight counties or parts of counties in the metro-Atlanta region are classified by the U.S. EPA as a nonattainment area for either ground-level ozone, particle pollution, or both.

Ground-level ozone is produced by a combination of weather conditions, the combustion of various fuels, and other airborne volatile organic compounds. Ground-level ozone can cause a variety of health problems and aggravate respiratory conditions such as emphysema, bronchitis, and asthma. Currently, a majority of smog-forming air pollutants emitted in Atlanta come from mobile sources such as cars and trucks.

Nonattainment status means that for many days, especially from May 1 to September 30, air pollution levels are likely to exceed federal and state limits. Poor air quality threatens our economic prosperity, poses risks to human health, and is detrimental to the environment. (Source: The Clean Air Campaign)

Section 2. What Can I Do?

1. Help take Single Occupancy Vehicles (SOVs) off the road.

Choose one or more of the commute options available at Emory. Visit www.transportation.emory.edu or the section referred to below.

- **Cliff Transit System** (See Section 6)
- **Public Transit Subsidy and Discounts** (See Section 7)
- **Carpool Program** (See Section 8 or 9)
- **Vanpool Program** (See Section 10)
- **Bicycle Program** (See Section 11 or 12)
- **Walk Program/Drop off** (See Section 13)
- **Motorized Cycles on Campus** (See Section 14)

2. **Make Alternative Work Arrangements:** To learn about Emory's policy regarding flextime, compressed work weeks, job sharing, and telecommuting, visit www.emory.edu/awa. Supervisors should call Human Resources for guidance regarding alternative work arrangements.

3. **Use Cliff Transit:** Instead of driving to other campus locations for lunch or meetings, plan to walk or use Cliff. Visit www.transportation.emory.edu.

4. Follow these general tips during smog season:

- Refuel your vehicle, lawnmower, etc. after 6:00 p.m.
- Reduce car trips during the day, whether you drive to work or telecommute.
- Set your thermostat one or two degrees higher.
- Use water-based paints and cleaners.
- Delay mowing lawns until after 6:00 p.m. and keep lawn care equipment tuned-up.
- Limit time outdoors for the elderly, children, athletes, and individuals with respiratory problems.
- Turn off lights and appliances when not in use.
- If you must drive to work, then walk or shuttle to lunch and meetings. Visit www.transportation.emory.edu to learn about Cliff.

For additional information, call Transportation Services at 404.727.1829, or visit www.transportation.emory.edu, the Clean Air Campaign website at www.cleanaircampaign.com, or the Clifton Corridor Transportation Management Association (CCTMA) site at www.CCTMA.com.

REGISTER FOR REGIONAL INCENTIVES

Commuter Rewards is a suite of programs that rewards commuters who carpool, ride transit, vanpool, telework, bicycle, or walk to work. By "Making the Change" for one of these cleaner commuting modes and logging in to let us know what mode you are using, you can earn rewards and win prizes. Whether you are already using a commute alternative or just starting, Commuter Rewards provides benefits! Go to www.commuterrewards.com for more information and to register for the following programs.

1. **Cash for Commuters** rewards commuters who currently drive alone to work when they agree to start using a clean commute alternative. Start carpooling, teleworking, using transit, walking or bicycling to work and earn \$3 per day, up to \$180 over an assigned 90-day period.
2. Start tracking your efforts and earn **Commuter Prizes!** Each month, participants are entered into a random drawing for \$25 gift cards. The more you log your clean commutes, the greater your chances of winning the monthly drawings. Commuter Prizes participants are also eligible to win SpotLight Awards, \$100 gift cards awarded to those commuter who set the example by reporting their clean commutes on a consistent basis throughout the year.

- Carpool Rewards** recognizes commuters traveling in carpools. Carpools with three or more people can earn up to twelve monthly gas cards. The more carpool partners you have, the bigger the reward:
 - Carpools with three people can earn a \$40 gas card each month
 - Carpools with four or more people can earn a \$60 gas card each month

Section 3. Pedestrian Zone Policy

Emory University's establishment of the central Pedestrian Zone (PZ) supports the Strategic Vision and Campus Master Plan to create a safer, greener central campus for pedestrians and cyclists and to minimize the disruption of University activities through the elimination of unnecessary vehicular traffic. The Pedestrian Zone presently encompasses Asbury Circle from Fishburne Drive to Eagle Row, and Dickey Drive from the Chemistry building loading dock to Asbury Circle. Infrequent vehicular access to the pedestrian zone is obtained by request only through Parking Services at parking@emory.edu, stating the time period and reason for access to the Pedestrian Zone. University vehicles that require regular access to the PZ are issued an access card or smart card by Parking Services. Private vehicles are assigned parking within the Pedestrian Zone in accordance with the permit registration process or as assigned by the Office of Disability Services.

General Rules:

- Only authorized vehicles are permitted to access the Pedestrian Zone.
- Access to the zone must be for University business purposes.
- All vehicles (including University vehicles) must observe the service zone requirement of being parked for not more than 30 minutes.
- Scooters and motorcycles are not allowed within the Pedestrian Zone.

Section 4. Transportation Program Incentives

1. Employee Guaranteed Ride Home Program

Registered participants in Emory's Transportation Programs (Cliff Transit, public transit, vanpool, carpool, bike, or walk/drop off) are eligible for a Guaranteed Ride Home (GRH) to leave work due to an emergency. To register, call 1.877.433.3463 or sign up online at <https://www.myridesmart.com/html/grh.htm>. Renew your GRH incentive in January each year.

2. Employee Permits

Participants of Emory Transportation Programs (Cliff Transit, public transit, vanpool, carpool, bike, or walk/drop off) may also register for a special Cliff pass. Employee Cliff permits are used at the designated deck only when it is necessary to drive personal vehicles to work. Options for the Cliff permit for all transportation programs include:

- Free Cliff permit. All registered commute option participants may be eligible for the free Cliff permit good for twenty-four (24) daily uses at the designated parking deck only.
- An additional twenty (20) daily uses may be obtained at the designated parking deck for \$75 (at \$3.75 per use). Up to forty (40) additional daily uses may be purchased within a twelve-month period in increments of twenty.
- Emory Temporary Services (ETS) employees. ETS employees are eligible to purchase an Eagle permit.

3. Student Permits

- Cliff permit. Registered student carpool participants may also register for a special Cliff permit. Student Cliff permits are good for twelve (12) daily uses per semester at a designated deck only.
- An Eagle permit may be purchased by students in accordance with the rules of the Bike/Walk/Drop Off program and use of the Park and Ride Lots. The permits cost \$75 for 20 daily uses in a designated parking deck. NOTE: If you have registered for a Cliff or Eagle permit to park in a designated deck, visitor parking areas and street parking are not allowed.

4. Carpool/Vanpool Reserved Spaces

Reserved spaces are assigned to carpools consisting of three or more persons and for vanpools.

5. Zipcars

Emory faculty and staff who meet certain eligibility requirements can now take advantage of a new car-sharing program through a joint venture with Zipcar. Seven Zipcars are parked around the campus and can be reserved and used for short trips by eligible participants during regular University hours. Participants are encouraged to return vehicles on time so that other scheduled users may use them. Returning a vehicle late will result in a minimum charge of \$50. Participants in the commute option programs are eligible for certain promotional discounts. For more information, go to www.Zipcar.com or call 1.866.4Zipcar.

Section 5. Incentives Application Process

1. Meet eligibility requirements

- a. Active full-time regular, active part-time regular (work a minimum of twenty hours per week), and active full-time temporary (six months or more) Emory University and Emory Healthcare employees whose primary work location is on the Clifton Road corridor are eligible to participate in the commute option programs (Cliff Transit, public transit, vanpool, carpool, bike, or walk/drop-off).
- b. Active Emory Temporary Services (ETS) employees on a current employment assignment whose primary work location is on the Clifton Corridor may be eligible to participate in the commute option programs and purchase an Eagle permit for those times when the ETS employee needs to bring a vehicle on campus.
- c. Active students currently enrolled are eligible to participate in the commute option programs and may receive a Cliff permit or an Eagle permit as specified by the individual program.

2. Complete form

Participants must complete the appropriate application form. Enrollment forms for the programs are available at the Office of Transportation Services, Clairmont Campus Deck; the Office of Parking and Community Services, Lowergate Deck; Human Resources, 1599 Clifton Road; and online at www.epcs.emory.edu/park/.

3. Produce documents

Participants must produce their Emory ID or valid driver's license, and current vehicle registration with license plate number/VIN for all vehicles to be parked on the Emory campus to receive a Cliff permit or Eagle permit. Submit documents

in person for review at the time permit is picked up. Parking Services does not make or retain a copy of the said documents.

4. Notification of approval and issuance of Cliff permit or Eagle permit

- a. Participants must turn in their Emory hangtags before receiving a Cliff permit. Once all of the above information has been submitted to the Parking Office, it may take up to five (5) business days to verify eligibility. When your application is approved, you will be asked to turn in your current parking hangtag(s) and pick up a Cliff permit at the Parking and Community Services Office, Lowergate Parking Deck.
- b. In order to purchase and receive an Eagle permit, ETS employees will need to produce current vehicle registration for all vehicles parking on the Emory Campus and picture ID. The cost is \$75 for every 20 uses purchased.

5. Display Cliff or Eagle hangtag and decal and park in assigned deck when you must drive in alone.

Section 6. Cliff Transit System

1. Cliff Transit Shuttles

- a. The Cliff system operates through the Emory Clifton Road campus system and connects with other parts of the Emory community, including the Briarcliff Campus, the Clairmont Campus, Emory Healthcare facilities, and Emory-designated Park and Ride locations. For specific routes and schedules, see the Transportation and Parking Services website at www.transportation.emory.edu. Cliff is free to ride.
- b. Cliff Transit Application Process
 - Employees and students committing to the Cliff Transit system as their primary mode of commuting to campus may complete a form for Cliff transit. Refer to Section 4(2).
 - Submit documentation for Cliff permit (employee), and for the Eagle permit (students and ETS employees. Refer to Section 5(3).
 - Employees and students must turn in their regular parking hangtags before receiving the Cliff permit or the Eagle permit.

2. Cliff Park and Ride Lots

- a. Locations: Emory Park and Ride lots are located at North DeKalb Mall, Northlake Mall, and South DeKalb Mall.
- b. Parking is free at the Park and Ride locations.
- c. Registration is required for employees. Refer to Section 5. Effective November 1, 2008, all employees parking at a Cliff Park and Ride lot are required to register. Employees must register for a Cliff permit or possess any valid hangtag and decal, which must be displayed when parking at the Park and Ride lot, or on the main campus. Registrants for the Park and Ride lots are eligible for incentives. See Section 4. **NOTE:** Employees registered for on-campus parking may also park and display permit at the Park and Ride lot.
- d. Registration required for students. Refer to Section 5. Effective September 1, 2008, students parking at a Cliff Park and Ride lot are required to register. Students must register for an Eagle permit or possess any valid hangtag, which must be displayed at all times when parking at the Park and Ride lot or on the main campus. See Section 4. **NOTE:** Students registered for on-campus parking may also park and display permit at the Park and Ride lot.
- e. The Eagle permit for students will allow access to the Clairmont Campus Deck (on Starvine Way). The Cliff permit for employees will be issued on the basis of eligibility. Documentation is required for the Cliff permit (employees) and for the Eagle permit (students and ETS employees). Refer to section 5(3).
- f. In emergency situations, a ride can be provided to the Park and Ride Lot for registered employee participants.
- g. The Zipcar program is available to employees who register for the Park and Ride lots.
- h. Emory's Motorist Assistance Program is not available for vehicles parked at Park and Ride locations.

Section 7. Public Transit Subsidy and Discounts

Parking and Community Services manages Emory's public transit subsidy program for qualified employees. This program, which provides a transcard at no cost from five metro Atlanta transit agencies, is part of Emory's total transportation management plan to reduce traffic congestion and parking demand on the main campus (Clifton Road). These transit providers include:

- Clayton County Transit (CTran)
- Cobb County Transit (CCT)
- Georgia Regional Transit Authority (GRTA)

- Gwinnett County Transit
- Metropolitan Atlanta Rapid Transit Authority (MARTA)

1. Eligibility for Public Transit Subsidy

To register for subsidized public transit, employees must meet eligibility requirements as set forth in section 5(1) as well as live in proximity to a point where the employee could logically connect with the service. Participants must complete the appropriate subsidized transit application form identifying the appropriate transit option(s) to be utilized. Employees registered in the Public Transit Subsidy Program shall use public transit or a combination of public transit and Cliff shuttles as the primary commute mode to and from work. Employees shall not register for the public transit subsidy and then use the park and ride shuttle to commute to and from work. Violators will be removed from the transit subsidy program. Participants living within close proximity to the Emory Campus and living within the Emory Transit Cliff route system may not be eligible for subsidized public transit.

NOTE: Applicants registered in one Transportation Services' commute option program cannot register for a Cliff permit under another commute option.

2. Incentives for the Public Transit Subsidy

Proposed to begin in 2009, MARTA subsidized fare at Emory will use the permanent Breeze card, for which there is a one-time pickup followed by a monthly renewal process. See section 7(5). All other transit providers will continue to use the monthly unlimited-use cards and the twenty (20) one-way trip Express cards.

- a. Free unlimited use transcard. The MARTA Breeze card and the unlimited monthly card used by all the other transit providers are appropriate if only a single transit provider is needed for the commute to an Emory system work location. Once approved, subsidized transcards will be issued for the following month. (If applying for an unlimited use monthly card for MARTA, CTran, CCT, GRTA, or Gwinnett Transit, an employee must register by the 10th of the month to receive the subsidized fare for the following month.) If one transit provider is used, the transcard will have unlimited uses during the month. You are expected to use your transcard primarily to get to and from work. However, feel free to use the unlimited use transcard to sporting and cultural events, shopping, the airport, or any other travel need that can be accommodated by the provider.

- b. Twenty (20) free one-way trip Express cards. If the commute requires more than one transit provider, the transcards are limited to twenty (20) trips per month.
- c. Guaranteed Ride Home—Refer to Section 4(1).
- d. Cliff permit—Refer to Section 4(2).

3. Application Process for Subsidized Public Transit

Current employees should complete the subsidized transit application form. Refer to Section 5(2). New employees may obtain the required signature for the subsidized transit application form from a Human Resources orientation specialist. It may take up to five (5) business days to verify your employment status. Once your eligibility is confirmed, you will be contacted and asked to bring your parking hangtag(s), if applicable, and a photo ID to the Parking and Community Services Office to obtain your transit transcard.

4. Picking Up Your Transit Transcard

Monthly transcards provided by the transit agencies, if used alone or in conjunction with a MARTA card, may be picked up at the Parking and Community Services Office starting the 20th day of each prior month. Transcards from those transit agencies providing subsidized transcards must be picked up by the 7th calendar day of the card's designated month. When picking up any subsidized transcard each participant must:

- Present an Emory University/Emory Healthcare photo ID
- Sign the transcard
- Sign the Receipt of Transcard sheet

When employment status or participation in the program ends, the card will be deactivated. Employees may keep the MARTA Breeze card even though Emory will no longer be loading monthly fare on the card.

NOTE: Applicants registered in one of the Transportation Services' commute option programs cannot register for a Cliff permit under another commute option.

5. Monthly Renewal for MARTA Breeze card

Employees must confirm participation in the MARTA Breeze card program monthly to maintain eligibility. Employees must sign the MARTA Breeze log between the 1st and 20th day of each month for the following month. Picture ID and Breeze card must be presented to sign log. Failure to sign the monthly renewal log will result in discontinuation of fare benefits the following month. Failure to renew for two consecutive months requires reapplication.

6. After Relinquishing Parking Hangtag

Prorated refunds will be issued for hangtags paid in full or payroll deductions will be cancelled. New participants in the MARTA Breeze card program will have the fare benefit loaded on their cards for the following month.

7. Stolen Transcard

Should a Transit participant's transcard be stolen, a free replacement card can be issued upon submission of a police report within 72 hours of the incident. A MARTA Breeze card may be replaced if stolen or malfunctioning when returned to the Parking and Community Services Office. The cost for replacing a lost Breeze card is \$2. Other transit transcards are not replaceable.

8. Do's and Don'ts

- Do pick up your transcard at the Parking and Community Services Office beginning the 20th of the prior month and before the 7th calendar day of the designated month for all monthly transcards. The MARTA Breeze card is a onetime pickup.
- Do contact Parking Services at 404.727.1130 if you are unable to pick up your transcard during the pickup period due to illness or scheduled time off. Passes will be held until the 14th of the designated month for these persons.
- Don't send someone else to pick up your transit transcard.
- Don't transfer your transit transcard to anyone else.
- Don't change your participation in a particular transit program during the month.

9. MARTA Fare

Parking and Community Services sells MARTA Breeze cards to students who can purchase fare for a month or more at a time. The current discounted rate is \$40 per month. Those purchasing this MARTA fare must be prepared to verify their status at Emory at the time of purchase. In most cases an Emory student ID will be sufficient. Students may only purchase MARTA monthly fare by charging their student account at Parking Services. Only enrolled Emory students are eligible for the discounted monthly fare.

Single MARTA fares and less than monthly fares will not be sold at Emory when the Breeze card program starts, as there is a \$.50 surcharge on MARTA products less than one month. MARTA fare products other than the Breeze card for less than a month's time will require purchase at a MARTA station facility or ridestore. Should MARTA increase its fares, the following rates may change accordingly.

Available at Emory Parking and Community Services and the Dobbs University Center:

- **\$40 Student monthly transcard** (24 percent discount) with Emory ID available at Parking Services

Available only at MARTA stations and ridestores:

- **\$2.25 single one-way fare** (no discount) includes a \$.50 surcharge and available only at MARTA stations and ridestores
- **\$52.50 Monthly Breeze transcard** (includes a \$.50 surcharge and available only at MARTA stations and ridestores.

Section 8. Employee Carpool Program

Carpooling is a part of Emory’s total transportation management plan and is designed to reduce traffic congestion and parking. Transportation Services provides assistance for carpoolers and potential carpoolers through a regional ride-matching service, carpool incentives, and by providing ongoing support and information. Contact Transportation Services for more information at 404.727.1829 or complete the online Ridematch Application at www.myridesmart.com/html/carpool.htm.

1. Employee Eligibility for Carpool—Refer to Section 5(1), NOTE: Applicants registered in one of Transportation Services’ commute option programs cannot register for a Cliff permit under another commute option.

2. Carpool Categories

- a. Reserved Space Carpool
 - Three or more full-time employees
 - Two full-time employees and two part-time employees or students
- b. Two-person Carpool
 - Two full-time employees
 - One full-time employee and two part-time employees or two students
 - Three or more part-time employees
- c. Student Carpool
 - Two or more students
 - One employee and one student

3. Carpool Incentives

- a. Reserved Space Carpool
 - Twenty-four (24) free daily uses on Cliff permit per year for secondary participants

- a. Reserved Space Carpool
 - Up to forty (40) additional daily uses (in increments of twenty 20) on Cliff permit within a one-year period.
 - Reserved Space
 - Guaranteed Ride Home—Refer to Section 4(1).
- b. Two-person Carpool
 - Twenty-four (24) free daily uses on Cliff permit for secondary participants
 - Up to an additional forty (40) daily uses (in increments of twenty [20]) on Cliff permit within one-year period
 - Discount rate of \$315 per year
 - Guaranteed Ride Home—Refer to Section 4(1).
- c. Student Carpool
 - Shared student rate of \$654
 - Free Cliff permit of twelve (12) uses per semester—Refer to Sections 4(3).

4. Application Process Carpools

- a. Each member of a carpool must complete the carpool application form. Refer to Section 5(2).
- b. All carpool participants must produce an Emory ID or a valid driver’s license and current vehicle registration to receive a Cliff permit. Refer to Section 5(3). Primary drivers of a carpool are not eligible for a Cliff permit.
- c. Notification of approval and issuance of permits: once all the above information has been submitted to Parking Services, participants will be notified within five (5) business days if the proposed carpool is approved. Once the carpool is approved, participants will turn in their current parking hangtag and pick up their carpool hangtags at the Parking and Community Services Office. All carpool members must turn in their regular parking hangtag before receiving the primary carpool hangtag and Cliff permit(s).

NOTE: Only carpools registered through Parking and Community Services can benefit from the incentives offered.

Section 9. Student Carpool Program

1. Hangtag Purchase and Display

Emory students may share their parking hangtag with up to four students or one employee. One student is responsible for paying for the hangtag. The carpool group can decide on their own how to share the costs. Each vehicle in the carpool needs to have a rear window decal on it, plus the hangtag, in order for the vehicle to be legally parked. The carpool must park in the assigned deck. Student carpools are not eligible to park in

any reserved carpool spaces. These are for employees only, and violators will be ticketed, booted, and/or towed. Emory graduate students employed in the Emory system full time may be eligible to register as an employee in carpool program.

2. Incentives Student Carpools

After the primary participant, each subsequent participant is eligible for a Cliff permit with twelve (12) free deck entries in the designated deck per semester—refer to Section 3(3). Student carpools must be renewed at the beginning of each semester. Registered student carpoolers are entitled to incentives such as gift cards and other promotional items each semester.

3. Application Process: Student Carpools

Each member of a student carpool must complete the student carpool application form. Refer to Section 5(2). Form is available online at www.parking.emory.edu. Each student carpool member must submit the required documentation. Refer to Section 5(3). All forms and documentation must be submitted to Parking and Community Services Office, Lowergate Parking Deck. Refer to Section 5(4).

4. Ride-matching Services

To help form carpools, students are encouraged to complete a Student Ridematch Application. Register to be ridematched by going to www.myridesmart.com/html/carpool to complete an online application or register by phone at 877.433.3463. Any questions about the program should be directed to Transportation Services at 404.712.2415.

Section 10. Vanpool Program

Vanpools, like carpools and public transit, provide an alternative to driving solo. Emory's vanpool program is designed to target employees who do not use public transit and who are seeking the added benefits vanpools offer.

1. Participants

A vanpool is a group of seven to fifteen commuters who choose to ride to and from work together in a leased van. A minimum of three members of the group must register to drive the van. The cost of operating the vanpool is shared among the members. The number of participants and the round-trip commute mileage help determine the cost of the vanpool. The whole group enjoys the economy of sharing expenses and the convenience of sharing a ride.

2. Eligibility for Vanpools—refer to Section 5(1).

3. Incentives for Vanpools

- A vanpool qualifies for a free reserved parking space with a minimum of three eligible employees from Emory University and/or Emory Healthcare.
- A \$51 per month subsidy for eligible employees
- Guaranteed Ride Home for employees only—refer to Section 4.
- Cliff permit for a free twenty-four (24) uses per year plus up to forty (40) additional uses at \$3.75 per use. Refer to Section 4(2) for employees.

4. Application Process: Vanpools

- It is necessary for each member of a vanpool to complete the vanpool application form. Refer to Section 5(2).
- All Emory vanpool participants must submit the required documentation for the Cliff permit. Refer to Section 5(3).
- All vanpool members will be required to turn in their regular parking permits before receiving the vanpool Cliff permit.

NOTE: Only vanpools registered through Parking and Community Services can benefit from the incentives offered.

5. Ride-matching Services

The Clifton Corridor Transportation Management Association (CCTMA) maintains several waiting lists for new vanpools trying to form. If you need additional information about current/potential vanpools, call 404.712.2415, visit www.CCTMA.com, or complete the online Ridematch application at www.myridesmart.com.

Section 11. Employee Bicycle Program

1. Eligibility for Bicycle Program

To qualify for special, University-sponsored incentives, bicyclists must be active full-time regular, active part-time regular (work a minimum of twenty hours per week), or active full-time temporary (six months or more) Emory University or Emory Healthcare employees whose primary work location is on the Clifton Road corridor. Bicyclists must apply at the Parking Office (Lowergate Deck) and must turn in their Emory hangtag(s) to receive a special bicycle Cliff hangtag.

NOTE: Applicants registered in one of Transportation Services' commute option programs cannot register for a Cliff permit under another commute option.

2. Employee Incentives for Bicycle Program

- Guaranteed Ride Home—Refer to Section 4.
- Cliff permit—Refer to Sections 4 and 5.
- MARTA—We encourage you to take public transportation whenever inclement weather demands. Through the Clifton Corridor Transportation Management Association's (CCTMA) own bike/walk program, you are eligible to receive up to 100 one-way transcards per enrollment year and 20 one-way transcards at a time. Breeze cards will be utilized for this benefit when the Breeze card program is implemented for the TMA.
- Register your bicycle with the Emory Police Department. Call 404.727.5647 for more information.

3. Application Process for Employees

- Bicyclists must complete the Bicyclist/Pedestrian/Motorized Cycle Users application form. Refer to Section 5(2).
- Submit documentation for Cliff permit. Refer to section 5(3).
- Bicyclists must turn in their Emory hangtags before receiving a Cliff permit.
- Notification of approval and issuance of Cliff permit. Refer to Section 5(4).
- To receive the MARTA one-way transcards, employee applicants must also register with the CCTMA. For more information, visit www.cctma.com or call 404.712.2415.

NOTE: Only bicyclists registered through the Parking and Community Services Office can benefit from the incentives offered.

4. Bicycle Parking Policy

- Emory University encourages the use of environmentally sensitive modes of transportation such as bicycles. Registration of bicycles is not required. However, cyclists are encouraged to register their bikes with the Emory Police Department.
- There are more than forty (40) bike rack locations throughout the Emory campus. A map of bike racks at Emory is available online at www.transportation.emory.edu. Emory has clean natural gas (CNG) buses, electric buses, and buses using biodiesel that are

equipped with bicycle racks on the front of the bus (these are the only buses permitted to transport bicycles).

- It is the policy of Emory University to remove bicycles and/or other vehicles secured in any way to objects other than designated bike racks. This policy applies specifically to railings, handrails, and guardrails, especially those railings or other objects that may be required by persons with mobility impairments.
- Bicycles parked in areas that restrict egress for life safety purposes or in any area that would impede or restrict pedestrian or vehicular traffic will be subject to impoundment. Bicycles that are abandoned for more than thirty (30) days in a bike rack will be impounded.
- The University is not responsible for damage to locking devices that require removal because they are secured to objects other than designated bike racks or are abandoned. If the bicycle is registered with Emory Police or the National Bike Registry, the owner will be contacted at the residence on file.
- Confiscated bicycles will be held for thirty (30) days, after which the bicycles will be recycled.

5. Effective Cycling Basics/Commuter Class

Cyclists are also encouraged to attend an Effective Cycling course conducted by the Atlanta Bicycle Campaign (ABC). The Clifton Corridor Transportation Management Association (CCTMA) will subsidize \$40 for eligible employees/students. Each participant is required to pay a \$20 nonrefundable fee (this deposit may be rolled over to another class date if unable to attend due to an emergency). Contact the CCTMA at 404.727.1829 for additional information or visit www.atlantabike.org/ec.html.

Section 12. Student Bicycle Program

1. Student Eligibility

Students are eligible for the benefits of the Student Bicycle Program if they reside off campus. Students living on the main campus or the Clairmont Campus are not eligible. Students must own a bicycle and utilize a vehicle to get to campus.

2. Student Bicycle Program Incentives

- Bicycle parking on campus is free and does not require registration.
- Participants may purchase an Eagle permit with twelve (12) daily uses per semester in a designated deck.

- Registered student bicyclists are entitled to other incentives such as gift cards and promotional items each semester.

3. Student Bicycle Program Application Process

Students seeking to use a bicycle as their primary mode of commuting to campus may complete a form for Bicyclist/Pedestrian/Motorized Cycle Users in order to purchase an Eagle permit. Forms are available at the Office of Transportation Services, Clairmont Campus Parking Deck, or the Parking and Community Services Office, Lowergate Parking Deck, or online at www.epcs.emory.edu/park/students.htm. Each student registrant must provide current vehicle registration with license plate number/VIN for vehicles that will be brought to the Emory campus, plus an Emory ID or valid driver's license. All forms and documentation must be submitted to the Parking and Community Services Office, Lowergate Parking Deck.

4. Bicycle Parking on Campus—refer to subsection 4 of the previous section on the Employee Bicycle Program.

5. Effective Cycling Basics/Commuter Class—refer to subsection 5 of the previous section on the Employee Bicycle Program.

Section 13. Walk/Drop Off Program

1. Walk Program Eligibility

To qualify for University-sponsored incentives, refer to Section 4(1). Employees who are dropped off at the main campus, and do not drive to or park on campus, may be eligible to register in the Walk Program. Students may register if currently enrolled in an academic program and do not live on the main campus or the Clairmont Campus.

NOTE: Applicants registered in one of Transportation Services' commute option programs cannot register for a Cliff permit under another commute option.

2. Walk Program Incentives: Employees

- Guaranteed Ride Home—refer to Section 4(1).
- Cliff Permit—refer to Section 4(3).
- MARTA single one-way fare. When the weather is inclement, we encourage you to take public transportation. See Section 11(2), Bicycle Program. You are entitled to receive up to 100 one-way transcards

per enrollment year—twenty (20) transcards at a time. No more than twenty one-way trips every two months. Breeze cards will be utilized for this benefit when the Breeze card program is implemented for the TMA.

3. Walk Program Incentives: Students

Eligible students are able to purchase the Eagle permit with twelve (12) daily uses per semester, for short-term usage at the designated deck. Refer to Section 17(2)(c).

4. Walk Application Process, Employees / Students

- Walkers must complete the Bicyclist/Pedestrian/Motorized Cycle Users application form. Refer to Section 5(2).
- Walkers must submit documentation for a Cliff permit if an employee and for an Eagle permit if a student.
- Walkers must turn in their Emory hangtags before receiving a Cliff hangtag or Eagle permit.
- Notification of approval and receipt of Cliff or Eagle permit. Refer to Section 5(4).
- Employees are eligible to receive the MARTA one-way transcards or Breeze card when the program is implemented for the TMA. Employee applicants must also register with the CCTMA. For more information, visit www.cctma.com or call 404.712.2415.

NOTE: Only walkers registered through Parking and Community Services can benefit from the incentives offered.

Section 14. Motorized Cycles on Campus

1. Motorized Cycle Regulations

- Faculty, staff, and students are required to obtain a permit for all motorized cycles including all two-wheeled motorized vehicles under 50cc used on campus. Motorized cycle is defined to include all motorcycles, mopeds, and scooters. There is no permit fee for the 2008–2009 academic year. The permit tag must be displayed attached to the right handlebar. The permit must be obtained within twenty-four hours of the first use of the motorized cycle on the Emory campus. The registration provisions in this subsection do not apply to visitors.
- Owners with motorized cycles over 50cc must provide a copy of their motorized cycle registration and show proof of their motorized cycle license at the time the Emory permit is issued.

- c. Motorized cycles are prohibited from using gated shuttle dedicated roads including but not limited to Asbury Circle within the gated pedestrian area and Starvine Way.
- d. Motorized cycles are prohibited from parking in bike racks, fire lanes, sidewalks, handicap spaces, access zones, unauthorized spaces, regular vehicle spaces, or on the grass. Motorized cycles may not be driven on sidewalks of the campus.
- e. Motorized cycles with a valid Emory permit may park in any designated areas on campus including those in parking decks. Motorized cycles may park in orange-marked designated areas. Motorized cycles cannot park in areas that restrict egress for life safety purposes or in any other area that would impede or restrict pedestrian or vehicular traffic.
- f. Motorized cycles, except for mobility impaired, are not permitted inside buildings at any time.
- g. All violations involving motorized cycles are subject to citation, including immobilization and towing.

2. Permits for motor vehicle parking

Students and employees seeking to use a motorcycle as a mode of commuting to campus are not precluded from participation in other commute or parking options and holding other permits.

Part II. Parking Rules and Regulations

Section 15. General Regulations

A. General Parking Provisions

- 1. The University requires faculty, staff, and students to register for parking privileges anytime their vehicles are used on campus, including weekends, holidays, and recess periods. Individuals must register within twenty-four hours of the first use of the vehicle (excluding weekends and holidays). If a ticket is received during that twenty-four-hour period, the fine will be waived.
- 2. A valid current driver's license and state vehicle registration information must be presented to purchase a permit. This information must be provided for each vehicle used on campus. Parking Services must be notified when a vehicle is no longer the individual permit holder's responsibility. Verification of a transfer may be made in the form of a copy of the title transfer document, a notarized bill of sale or state vehicle registration.

- 3. The applicant should register all vehicles to be driven to campus. All vehicles on the property must display a valid parking decal and a hangtag, which may be transferred between vehicles.
- 4. University parking privileges will be granted only to persons who have registered and paid appropriate fees or who have otherwise obtained appropriate authorization.
- 5. Permit holders are responsible for the parking hangtag and decal issued and for any citations issued to the vehicle displaying your hangtag and decal. Parking assignments are made according to the registrant's eligibility and are not transferable. Permits may not be shared except as provided in the commute option programs.
- 6. Parking registration does not guarantee the availability of a parking space.
- 7. Only one parking hangtag will be issued to each authorized driver, except as allowed in Transportation Services' commute options.
- 8. All vehicle operators are subject to University traffic and parking regulations while on University property and are responsible for knowledge of these regulations.
- 9. These regulations are subject to change during the academic year. Notification of these changes will be made in *Emory Report*, *The Emory Wheel* and on the Transportation and Parking Services website.
- 10. State and local traffic laws apply to the operation of motor vehicles on the Emory campus. Violations of these laws are handled through the appropriate state and county courts.
- 11. Inability to locate an authorized parking space is not considered reasonable cause for violating these regulations.
- 12. The maximum speed limit on campus at all times is 15 mph, except in parking decks and lots, where the speed limit is 5 mph.
- 13. The University assumes no responsibility for damage to private property.
- 14. Pedestrians will be given the right of way at all times.

15. The abuse or violation of any of the rules and regulations of either the parking section or the transportation program section of these rules may result in the revocation of parking privileges or any other benefit provided herein.

16. Theft of a hangtag, use of a lost or stolen hangtag, or the falsification of a parking hangtag is a criminal offense.

17. Lost or stolen permits must be reported to Parking and Community Services. The lost/stolen report should be completed and submitted to the Parking Office within five business days.

B. Evidence of Registration and Permit Display Regulations

1. The term “permit” in these regulations refers to both the parking hangtag and decal.
2. The deck/lot decal will bear the name of the primary parking deck or lot to be used by the permit holder.
3. Hangtag and a deck/lot decal are required to be displayed appropriately by faculty, staff, and students of the Emory system to park legally on the Emory campuses with the exception that (a) vehicles bearing a convertible decal are not required to display a hangtag and (b) temporary permits do not require a decal.
4. To be valid, a hangtag must be clearly visible and hanging from the rearview mirror of a vehicle.
5. To be valid, a deck/lot decal must be displayed on the outside, lower-left corner of the back windshield of the vehicle using the adhesive on the back of the decal.
6. Hangtags should not be displayed in convertibles or other “open” vehicles. A special bumper decal is available upon request.
7. Employees and students who are using a temporary vehicle that does not have a deck/lot decal to display must obtain a temporary hangtag for the length of time the temporary vehicle is needed.
8. Employees and students receiving citations under Section 28(1), permit “Registration and Display” violations, will be required to purchase a permit at the time fines are paid at Parking Services if not currently registered. Additionally, students may be assessed the permit fee for the semester

in which tickets were incurred. Employees may be assessed the permit fee for the employee permit year in which the tickets were incurred.

C. Parking Restrictions and Limitations

1. First-year students living in first-year housing and participating in their first complete year of undergraduate academic study at Emory will not be allowed to register to park or bring vehicles onto campus.
2. There are several visitor parking lots on campus. The intent of visitor parking is to provide short-term parking space for visitors and Emory Healthcare patients. Faculty, staff, and students who use these lots in lieu of regularly assigned parking will be considered to be parking out of zone.
3. Vehicles eligible to park in high-top van spaces in parking decks include vans that are seven (7) feet or more from the ground. Sport utility vehicles are not included in this category. Vehicles measuring more than seven (7) feet in height as indicated by the warning bump bars inside the decks are eligible to park in high top van spaces.
4. The wheels of a vehicle eligible to park in a compact space must be within the inner yellow or white lines of the compact parking space.
5. For all parking spaces, a vehicle parked on or over a yellow or white line is a parking violation, even though it may be due to the parking of an adjacent vehicle.
6. Gated shuttle roads may only be utilized by vehicles that are so authorized. Starvine Way, within its gated area, may only be used by authorized alternatively fueled and emergency vehicles.
7. Campus parking decks are open for parking on the weekends and generally after 4:00 p.m. on weekdays, with the exception of Lowergate, the Tower, and 1525 Clifton Road decks. All vehicles must park in the assigned deck or appropriate zoned street spaces between the hours of 6:00 a.m. and 4:00 p.m., Monday through Friday. During the week unauthorized vehicles must vacate the decks by 6:00 a.m.
8. Reserved, handicap accessible, carpool, and vanpool designated spaces are twenty-four-hour seven days a week tow away spaces for all except the proper permit holders.

9. Permits and decals are not to be altered in any way or otherwise used in a manner contrary to the provisions of these rules.

Questions regarding traffic and parking rules and regulations may be directed to Parking and Community Services at 404.727.PARK.

Section 16. Hangtag and Decal Issuance

1. Faculty and staff renew their parking registration biannually. Parking assignments for faculty and staff are subject to employment status as verified through the appropriate department of Human Resources.
2. A registrant's status as a student will take precedence over any other status with the exception of permanent employment or as allowed in the carpool and vanpool programs.
3. Students register at the time of class registration or according to Student Parking Registration Guidelines announced annually. Student status is verified through the Office of the Registrar of the school or program in which they are enrolled. A student's housing and class, according to University records, will be used to determine the student's parking assignment.
4. All fines must be paid before a permit can be issued and before applications can be approved for any of the Transportation Services' commute option programs.

Section 17. Permit Categories/Eligibility

1. Emory System Employees

- a. Administrative All-Access
 - Issued to PPAS approved for parking in all deck areas.
 - Issued to PPAS and faculty approved for a reserved space.
- b. Faculty/Staff Annual permit
 - Issued to Emory University employees.
 - Issued to individuals in specially designated categories.
- c. Faculty/Staff Eagle permit
 - Issued to part-time employees, employees whose work location rotates, and employees who need limited access to on campus parking.

- Allows twenty (20) daily uses at the designated parking deck for \$75 (at \$3.75 per use). Up to 120 daily uses may be purchased within a twelve-month period in increments of twenty (20) uses.
- d. Healthcare permit
 - Issued to individuals employed by Emory Healthcare.
 - Healthcare parking is restricted to the assigned deck.
 - e. Medical Resident
 - Issued to individuals with medical resident or medical fellow status.
 - Medical resident parking is restricted to the assigned deck.
 - f. Carpool
 - Issued to two or more individuals who have properly registered for carpool status.
 - Two-person carpool parking is restricted to specifically assigned decks or lots.
 - Registered three or more person carpools are restricted to specifically designated carpool spaces, twenty-four hours a day, seven days a week.
 - g. Vanpool
 - Permit issued to primary driver when seven (7) or more individuals have properly registered.
 - Vanpools are restricted to designated vanpool spaces twenty-four hours a day, seven days a week.
 - h. Cliff Commute Option Permit
 - All registered employee commute option participants (Cliff transit, public transit, vanpool, carpool, bike, walk/drop off) are eligible for this permit good for twenty-four (24) free daily uses.
 - Additional daily uses may be purchased in increments of twenty (20) uses up to sixty (60) daily uses within a twelve-month (12) period.

2. Student Permits

- a. Student Deck Permits
 - Issued to students living off campus or in Alabama, Dobbs, Harris, Hopkins, Longstreet, McTyeire, Means, Smith, Thomas, and Trimble residence halls.
 - The deck permit provides access to one of the following decks: Fishburne, Lowergate South, Peavine, Michael Street, and Clairmont Campus.
 - Students must park in the assigned deck between 6:00 a.m. and 4:00 p.m., Monday through Friday.
- b. Student Lot Permits
 - "H" Lots
 - Issued to students living in fraternity houses.

- Students issued an “H” lot permit may park only in the Eagle Row house lots.
 - The Eagle Row house lots are restricted residential lots. Only students with “H” permits may park there.
 - An individual fraternity house decal is required on the vehicle
 - Overflow parking for the fraternity houses is either Peavine Deck or Michael Street Deck.
- “S” Lot
 - Issued to students living in the Sorority Houses.
 - Students issued an “S” lot permit may park only in the Sorority Houses lot or in Peavine Deck.
 - The Sorority Houses Lot is a restricted residential lot. Only those students with “S” permits may park there.
 - An individual sorority house decal is required on the vehicle to park in the Sorority lot.
 - Overflow parking for the Sorority Houses lot is Peavine Deck.
- “T” Lot
 - Issued to students living in Turman Residential Center.
 - Students issued a “T” lot permit may park only in the Turman lot.
 - Turman lot is a restricted residential lot. Only students with “T” lot permits may park there.
 - Overflow parking for Turman Lot is Michael Street Deck or Clairmont Campus Deck.
- “W” Lot
 - Issued to students living in Woodruff Residential Center and Clifton Tower.
 - Students issued a “W” lot permit may park only in the Woodruff and Clifton Tower lots.
 - The Woodruff and Clifton Tower lots are restricted residential lots. Only students with “W” lot permits may park there.
 - Overflow parking is the Michael Street deck.
- c. Student Decks Eagle Permit
- Issued to students who, according to the Registrar, are half-time students or students in a program where the site of training is on a rotating schedule.

- Allows twenty (20) daily uses at the designated parking deck for \$75 (at \$3.75 per use). Up to 60 daily uses may be purchased within a 12-month period in increments of twenty (20) uses.

Section 18. Loading Zone/Service

Vehicle and Pedestrian Zone Permits

1. “Z” Permit
 - Issued to University employees using their personal vehicle for University business.
 - Employees issued a “Z” hangtag may park in a loading zone or service space for up to thirty minutes only.
 - “Z” hangtags are valid only when used in addition to a current permit.
 - “Z” hangtags are approved by special application and must be renewed annually.
 - The “Z” hangtag must be displayed on the rearview mirror in the front of the current hangtag when vehicle is in a loading zone.
2. “V” Permit
 - Issued to authorized University vendors.
 - Vendors issued a “V” hangtag may park within a loading zone or service space for up to thirty minutes only.
 - At all other times, vendors are required to use visitor parking or obtain a parking permit
 - “V” hangtags are obtained by special application and must be renewed annually.
 - “V” hangtags do not require a decal.

Section 19. Special Reserved Parking

1. Professional Reserved Parking

Parking spaces for members of the president’s senior staff and academic deans may be requested by submitting a completed Special Reserved Parking request form to the Transportation and Parking Services Office. Payment for authorized assigned spaces must be made in advance by the individual requesting the reserved space or by payroll deduction.

2. Department/Individual Reserved Parking

Special parking spaces for departmental use (excluding University vehicles) may be requested by submitting a completed Special Reserved Parking request form to the Transportation and Parking Services Office. Payment for

authorized departmental and individual special parking spaces must be made in advance.

Section 20. Accessible Parking Accommodation

An accessible parking accommodation is available for persons with a disability and/or chronic medical condition (temporary, short-term, long-term) as supported by documentation provided by an appropriate health care provider.

On-campus access to a disabled parking space requires a state-issued Department of Motor Vehicles hangtag along with an Emory-issued parking permit. Applications for the state-issued hangtags are available at the Parking and Community Services Office in Lowergate Deck and at the Office of Disability Services (ODS) in 110 Administration Building, 201 Dowman Drive. Completed applications are processed at selected state Department of Motor Vehicles offices. On-campus use of nondisabled spaces requires the appropriate Emory parking permit.

All accommodation requests based on a medical condition must register with the Office of Disability Services (ODS). No additional fees will be charged for parking accommodations granted under this process. For more detailed information concerning the registration process, please contact Susan D. Cook-Prince at 404.727.6016. The Emory Office of Disability Services is located in 110 Administration Building, 201 Dowman Drive.

Section 21. Permit Fees

1. Parking fees for Emory system employees are announced annually prior to the registration period on the Parking and Community Services website at www.parking.emory.edu/ and in the Parking and Community Services Office and are subject to change.
2. Regardless of parking assignment, the cost for student parking is \$654 for 2008–2009 academic year.
3. Non-Emory
 - a. Contract employees are charged \$65 a month for permits
 - b. Temporary students who are not registered with the registrar and do not pay tuition will be charged \$54.50 per month for a permit.
4. Individuals in the foregoing categories must receive approval from Parking and Community Services before any parking privileges can be issued.

Section 22. Permit Returns

Hangtags must be returned to Parking and Community Services if:

1. The hangtag has been damaged in any way. A replacement will be issued at no charge.
2. There has been a change in employment status.
3. In the event of termination of employment.
4. A change in a student's address, resulting in a change in parking assignment. A change in an employee's work address may result in a change in parking assignment.

Section 23. Refunds

Refunds on prepaid hangtags and deck-access cards or a termination of payroll deductions will be made only upon return of all parking materials. Refunds will be prorated on a monthly basis. Student hangtags are prorated through Commencement. No refunds for student permits will be issued after March 1, 2009.

Section 24. Replacement Hangtag/Decal

The theft or loss of a hangtag or decal must be reported to Parking and Community Services, and a police report must be filed with Emory University Police or Parking and Community Services. After a report has been filed, a lost or stolen hangtag will be replaced. A replacement fee of \$20 will be assessed for a new hangtag and/or decal. Recovered lost or stolen hangtags should be returned to Parking and Community Services as soon as possible. Faculty, staff, or students who have purchased a hangtag but who fail to place it on the vehicle in use on campus for a particular day may obtain a free one-day replacement up to three times per year. Thereafter, the cost of a substitute hangtag will be \$4 per day. Replacement of a decal may also be obtained free of charge from Parking and Community Services.

Section 25. Gate-controlled Areas

Access to gate-controlled areas is determined by Parking and Community Services. All university rules and regulations are in effect in gate-controlled areas. Please note the following:

1. Restricted parking in decks will be indicated by signs.
2. Any individual who has access to a gate-controlled area and has allowed any other person to gain entry to the area with his/her access hangtag will have such parking privileges revoked and will forfeit any fees that may have been paid for those privileges.

3. Vehicles parking in decks open between 4:00 p.m. and 6:00 a.m. weekdays without a valid permit will be cited after 6:00 a.m. for parking in unauthorized gate-controlled areas.
4. Motorized cycles are not allowed in the Asbury Circle gate-controlled areas or on the Starvine Way gate-controlled area.

Section 26. Towing

The following infractions of the rules and regulations will result in the immediate towing of vehicles from University property.

1. Unauthorized parking in reserved, handicap accessible, carpool, and vanpool spaces.
2. Parking in fire lane or designated tow-away zone.
3. Falsified hangtag.
4. Use of lost or stolen hangtag.
5. Three delinquent parking fines/nonpayment of fees.
6. Blocking driveway, building entrance/exit, or delivery zone.
7. Using areas not designated as a parking space.
8. Parking in construction areas.
9. Parking in a gate-controlled area without proper authorization.
10. Extended parking in time-zone areas (after receiving three tickets for overtime parking).
11. Unauthorized parking in restricted resident-use-only lots.

Information on recovery of impounded vehicles can be obtained at Parking and Community Services or by calling 404.727.PARK. Impounded vehicles will be stored at S & W Towing, 4489 Hugh Howell Road, Tucker, Georgia; phone 770.493.9083. Violators may obtain a release of their impounded vehicle by presenting a photo I.D. and paying the impound fee in cash at S & W Towing. The fee is set by S & W Towing.

Section 27. Booting

Parking and Community Services uses boots to immobilize vehicles on Emory property that are in violation of University parking rules and regulations. Instances in which a vehicle can be immobilized:

- It has accumulated three or more outstanding tickets.
- It is found in unauthorized gate-controlled areas or in any area that could result in the impounding of a vehicle. (See Section 26.)

Vehicles not displaying a valid Emory permit may be booted. An employee or student of an immobilized vehicle will be required to obtain a permit. The permit fee will be assessed for the period of time vehicle was parking on campus without a permit pursuant to Section 15(b)(8).

Vehicles may be booted on Emory property between 5:00 a.m. and midnight, Monday through Friday. Vehicles not released before 12:30 a.m. may be impounded and removed from campus. Parking and Community Services officers will have the option to boot or impound if the violation calls for either action. Boot removal is not available between the hours of 11:00 p.m. and 7:00 a.m. Fire lanes, state-accessible (handicapped) spaces, barricaded spaces, and reserved spaces (unless directed by the authorized occupant of the space) will continue to be enforced through towing. Vehicles will be released after a booting fee of \$100 is paid and all fines are appropriately settled.

Section 28. Parking Violations

Violation Penalties: Citations will be issued for the following:

1. Registration/Display Violations

Failure to register, failure to display hangtag and decal as prescribed in these regulations, altering or defacing a hangtag and/or decal, failure to replace damaged or defaced hangtag or decal. Parking with expired hangtag and/or decal.

EACH OFFENSE: \$35

2. Illegal Parking

a. Out of zone, out of a space, against the flow of traffic, overtime (as many as three tickets may be issued for extended overtime parking), unauthorized parking in gate controlled areas.

EACH OFFENSE: \$35

b. Fire hydrant, fire lane, tow away zones, yellow curbs, yellow lines, entranceways, lawns, intersections, loading zones, service drives, driveways, service areas, crosswalks, sidewalks, bike lanes, motorized vehicle designated areas, impeding flow of traffic.

EACH OFFENSE: \$75

3. Providing False or Incorrect Information

Giving false or incorrect information on registration forms, failure to change hangtag when changing address (which would affect parking assignment).

EACH OFFENSE: \$100

4. **Unauthorized Entry into Gate-controlled Areas**
Accessing gate-controlled areas without the proper authorization or hangtag.
EACH OFFENSE: \$100
5. **Moving Violations (Emory citations)**
Operating a vehicle contrary to regulations/driving the wrong way.
EACH OFFENSE: \$75
6. **Unauthorized Parking in Accessible (handicap) Spaces**
EACH OFFENSE: \$200
7. **Unauthorized Parking in Carpool, Vanpool, Reserved Spaces**
EACH OFFENSE: \$150
8. **Unauthorized Use of Shuttle Road**
EACH OFFENSE: \$200
9. **Damage to Gate-control Devices**
EACH OFFENSE: \$200
10. **Booting**
EACH OFFENSE: \$100
11. **Late Payments**
 - Payments for fines received after ten days from date of citation issue will incur a late fee.**EACH OFFENSE: \$15**

Section 29. Process for Appeal of Parking Citations

1. Persons wishing to appeal a ticket must submit an appeal on the appropriate form. Appeal forms are available at the Parking and Community Services Office or online at www.epcs.emory.edu/park/APPEALS.HTM. The appellant has the right to be present at the appeal hearing and should indicate this desire on the appeal form.
2. Appeals may be made only by those individuals who have registered properly for parking privileges and have paid all appropriate fees.
3. Appeals submitted after seven calendar days of the ticket issue date will be accepted only after payment of the fine. Decisions of not guilty or guilty-fine suspended will result in a reimbursement of the paid fine. Parking and Community Services will process the request for refund. Tickets more than one year old cannot be appealed.

4. Appeals will be considered and decisions rendered by the Parking Appeals Board. As a matter of policy, the board does not accept the following as grounds for appeal:
 - Lack of knowledge of these regulations.
 - Lateness to a class or appointment.
 - Inability to locate a legal parking space.
5. The appellant should provide all possible evidence of his or her claim, including photos, maps, witnesses, etc.
6. Visitors to campus should park in visitor parking areas. Those who feel they have grounds for appeal may proceed under the procedure outlined above.
7. Decisions of the Parking Appeals Board are final.

Section 30. Collection of Fines

Parking Services will collect fines and will transfer appropriate fines to the Office of the Bursar and to the appropriate payroll department. Payment may be made by presenting the ticket and paying the fine at the Parking and Community Services Office or by mailing the ticket and a check or money order for the fine to the Parking and Community Services Office, 1701 Lowergate Drive, Atlanta, GA 30322 payable to Emory University. Individuals who do not pay their fines become eligible to be towed, booted, and assessed late fees. (See Sections 26 and 27.)

Section 31. Liability

Emory University assumes no responsibility for damage, theft of contents, or theft of a vehicle when it is parked on University property.

Section 32. Supplemental Rules for Briarcliff Campus and Clairmont Campus.

A. Briarcliff Campus

1. Employees and students are permitted to park in Lot A with any valid hangtag and decal issued by Parking Services.
2. Employees utilizing a Cliff permit or an Eagle permit must park in the designated/signed spaces in Lot A.
3. Contractors may purchase parking for designated lots at the Briarcliff Campus.
4. Overflow parking for visitors is Lot A.

B. Clairmont Campus

1. Residents of Clairmont Campus are permitted to park in the decks adjacent to their apartment. These decks include Clairmont Residential North Deck and Clairmont Residential South Deck. Parking for undergraduate residents is available during the fall and spring semesters. Students moving from Clairmont Campus are not permitted to continue to park in the residential decks.
2. Clairmont Campus residents are eligible for parking at the Clairmont Residential Decks and will not be issued parking access for the main campus.
3. Parking for resident visitors to the Clairmont Campus may be obtained by the hosting resident according to the policy guidelines available at the Transportation and Parking Office in the Clairmont Campus deck on Starvine Way across from the SAAC.
4. Graduate students with family members residing with the Clairmont apartment leaseholder may obtain an additional decal for a second vehicle at the cost of \$50 for the academic year.
5. The registration and display provisions of Section 15(B) are applicable to the Clairmont Campus.
6. Temporary parking passes are available for residents when their primary vehicle is temporarily out of use through the Transportation and Parking Office in the Clairmont Campus deck on Starvine Way. Proof of the temporary nature of the substitute vehicles must be provided.
7. To inquire concerning boots on vehicles and tows on the Clairmont Campus contact the Parking and Community Services Office located at 1701 Lowergate Drive, 404.727.PARK.