Parking Services

MISSION STATEMENT
Parking Services’ mission is to enhance transportation to and within Auburn University’s campus for all students, faculty, staff and campus guests by promoting and providing alternate modes of transportation creating a more sustainable campus while maximizing the usage of available parking spaces.

VISION STATEMENT
Parking Services’ vision is to transition a majority of travel to and within Auburn University’s campus from vehicular to alternate modes of transportation in an effort to create a more sustainable campus while providing clear information to enhance understanding of parking rules and regulations with friendly, helpful customer service

VEHICLE(S) REGISTRATION
Students, employees and visitors of Auburn University who park a vehicle on campus must register their vehicle(s) as prescribed in the Auburn University Parking and Traffic Regulations. Any vehicle not properly registered on, or after, the first day of class for Fall Semester will be ticketed.

Vehicle registration is valid for one (1) year beginning the first day of Fall Semester until the day before the first day of the following Fall Semester. The initial registration period for commuter students and faculty/staff is July 1 – August 31. On-campus student online registration is open July 1 – July 31. Students and Employees are encouraged to register online. Vehicle registration is conducted by the Parking Services Office. If you change vehicles, add additional vehicles or the vehicle license plate information changes during the permit year, you must notify the Parking Services Office through either an email (parking@auburn.edu) or by coming to our office with the information.

Student Commuter Vehicle Registration (C/PC) requested prior to July 31, will be included in the random drawing for a PC (Proximate C-zone parking), if indicated when pre-registering online. Zone assignments (C, PC1, PC2 or PC3) will be given via an email correspondence on August 1.

Student On-Campus Resident Vehicle Registration (R) requested prior to July 31, will be included in the random drawing for either a RW, RX, RD, RT, or RH parking zone depending on the resident hall assigned and the zone indicated when completing online pre-registration. There are a limited number of parking spaces in close proximity of residence halls. If the student will be living in one of these areas and wishes to be included in the random drawing, he or she will be able to indicate preference when pre-registering online. Zone assignments (RW, RH, RX, RD, RT or RO) will be given via an email correspondence on August 1. Student vehicle registration payments may be made through the student eBill process or in person at the Office of Student Financial Services in Mary Martin Hall.

Employees have the option of registering their vehicle(s) online and paying with pre-tax dollars via payroll deduction. Employees who do not wish to participate in the online registration or who do not choose payroll deduction must register their vehicle and pay in person at the Parking Services Office.

A valid picture ID is required for all transactions in the Parking Services Office.

All bicycles operated on campus must be registered annually online through My Campus or at the Parking Services Office.

The following information is needed to register a bicycle at Auburn University:

• Brand
• Color
• Number of speeds
• Serial number (usually located on the bottom bracket of the bicycle frame)

The registration decal will be placed on the frame below the seat so that it can be easily seen. Bicycle registration is valid from the first day of Fall Semester through the day before the start of the next Fall Semester. Excluding the first 15 (15) calendar days of Fall semester, any bicycle parked on the Auburn University campus that does not have a valid AU bicycle permit displayed and/or is parked on or in any of the following locations will be removed and placed in the Auburn University impound lot at the owner’s expense:

• On an entryway to a building
• On sidewalks while left unattached to a rack
• On handicap ramps
• In any location where they obstruct pedestrian traffic

Bicycles will be held by Parking Services for ninety (90) days, and if not claimed, turned over to the Department of Property Control for disposal. A $10 charge will be incurred by the claimant in order to retrieve a bicycle that has been impounded.

**Auburn University Medical Permits** are required for all vehicles displaying a permanent or temporary state issued handicap permit. The Auburn University Medical Permit must be picked up in the Parking Office and will only be issued upon presentation of proper documentation.

- **Permanent Disability** - Documentation must be obtained from the AU Office of Accessibility for students; all others will provide proper documentation from the appropriate state
- **Temporary Disability** - Provide proper documentation from the appropriate state
- **Temporary Medical Permit** - Provide proper documentation from the AU Medical Clinic

**PARKING ENFORCEMENT**

All zone parking restrictions, except resident and PC permits, are in effect Monday through Friday from 7 a.m. - 5 p.m., throughout the year as long as the University is open officially or unless denoted otherwise. Resident parking zone restrictions are in effect 24 hours every day. PC1, PC2 and PC3 parking zone restrictions are in effect Monday through Friday from 7 a.m. - 2:30 p.m., during Fall and Spring semesters. From 2:30 pm to 5 pm, Monday through Friday, all PC-zone lots are open to any valid AU PC-zone vehicle as well as all other valid AU registered vehicles (excluding any vehicle registered for a “R” zone). Exceptions will be noted during all Auburn University home football games, other official University events, summer camps that are utilizing resident parking and other special events. Alternate parking will be provided for any zone that will be displaced by any of these events.

A notification of a parking violation will be placed on the vehicle. In addition, if the ticket can be associated with a faculty, staff or student; an email will be sent the next business day to the person notifying them that they have received a ticket. All parking fines associated with a student of Auburn University or Auburn University-Montgomery will be transferred to their student eBill account. Failure to pay the ticket may result in the student being unable to register for classes, graduate, or obtain transcripts. If the student withdraws from school, any outstanding parking ticket fines will be collected from any refunds or any nature due to the student. Late charges may be charged by the Bursar’s Office on late payment of tickets.

**APPEALING OF A TICKET**

All appeals must be initiated within ten (10) days from the date that the ticket was issued. Appeals for tickets associated with students cannot be submitted until the ticket has been transferred to the student’s eBill account.

The ticket can be appealed through the My Campus component of AU Access, unless the ticket holder is not affiliated with Auburn University or the vehicle has not been properly registered with Auburn University Parking Services. The appeal must include remarks as to why the ticket is being appealed. The Parking Services Office will assign the appeal a hearing date and notify the appellant of the date of the hearing. There are three (3) Appeals Boards. They meet on Tuesday, Wednesday and Thursday monthly during the Fall and Spring semesters. The appellant has the right to appear before the Traffic Appeals Board and plead his or her case. The Board’s decision will be emailed to the appellant, and the decision is final; however, the appellant retains the right to a second appeal. The second appeal must be submitted to the Parking Services Office in person within five (5) working days from the date that the appeal decision was emailed to appellant.

The Board may make one of the following three decisions:

- Approval
- Denial
- Adjustment

A decision of denial or adjustment does not remove the ticket from the determination if a vehicle will be towed or wheel locked. A person may only appeal three (3) tickets during the Academic Year (the first day of Fall Semester through the day before the start of the next Fall Semester).

**WHEEL-LOCKED/TOWED VEHICLE**

Any motorized vehicle not registered with the Auburn University Parking Services Office is subject to being wheel-locked or towed upon receipt of a second ticket without being registered. Any motorized vehicle that is registered with the Auburn University Parking Services Office is subject to being wheel-locked or towed upon receipt of a fifth ticket against the individual whom the vehicle is registered. The date for the count of these tickets is from the first day of classes for Fall semester through the day before the first day of classes for
the following Fall semester. Any ticket that has been excused or has been appealed and approved by the Auburn University Appeals Board will not count in this total. All others including paid ticket(s), excused ticket(s), warning ticket(s) and ticket(s) adjusted to $0 by the Auburn University Appeals Board will be counted.

To obtain the complete Auburn University Parking Rules and Regulations, click on the following link:

http://www.auburn.edu/administration/parking_transit/parking/pdf/parking_06.pdf