



Traffic and Parking Regulations

The University of North Carolina School of the Arts Police and Public Safety Department (UNCSA PSD) is responsible for enforcing all parking and traffic laws in accordance with the authority vested in it by the Board of Trustees under [North Carolina General Statutes 116.44.4](#). Our jurisdiction covers all University owned and leased property including buildings, parking lots, streets, immediately adjoining public streets, and satellite locations.



To report an emergency from: Campus phone dial: 55 Cell/off-campus dial: 770-3362

Anonymous crime tip: 336-770-1414
Non-emergency: 336-770-3321

UNCSA Department of Police and Public Safety
2010 Kenan Drive
Winston-Salem, NC 27127
Fax: 336-750-0866

The UNCSA campus experiences a high volume of both pedestrian and vehicular traffic depending upon the time of day, class schedule, and special events schedule. **All drivers are expected to drive with extreme caution while on UNCSA owned or controlled property.** UNCSA police officers enforce traffic regulations, as specified under North Carolina General Statute Chapter 20 for the safety for all students, faculty, staff, and visitors. Please abide by the posted speed limits, honor all pedestrian crosswalks, and come to a full stop at all stop signs. At all times obey police officer verbal commands and traffic direction.

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PERMIT REQUIREMENT

- I. All students and employees of UNCSA who park on UNCSA property must display a valid parking decal or temporary permit appropriately placed on the vehicle being parked.
 - A. High School Student Residents are not eligible to have a car on campus.
 - B. The decal/permit shall be clearly visible and affixed to the exterior, rear windshield, right (passenger) side of the vehicle.
 - C. Motorcycles shall place the decal on the rear fender.
 - D. Permit holders who are temporarily driving a different vehicle are required to get a temporary parking permit (at no cost) from the UNCSA Police and Public Safety Department. Temporary Permits are only available to those with current year parking decals/permits.
 - E. It is unlawful to alter any parking decal indicating eligibility to park on campus. Persons found displaying a decal that has been reported stolen can be prosecuted under [North Carolina General Statute 14-71.1](#). It is unlawful to transfer a decal to another person except through the UNCSA Department of Police and Public Safety.

PERMIT TYPES

- II. Permits/Decals are available for purchase according to the fee schedule in Annex 1. Parking on campus is a privilege, not a right. Parking is limited and sales may be restricted based on capacity. Some permit types are waitlisted. Permit types are:
 - **Commuter Student** – This decal is available to students who live off-campus. Parking with this decal is limited to Lots B, N, R, & Spangler Way only.
 - **Artist Village Student** – This decal is available to students who live in Artist Village. Parking with this decal is limited to Lot N only.
 - **Center Stage Student** – This decal is available to UNCSA students residing in Center Stage Apartments. Parking with this decal is allowed in Lot H (the Center Stage lot non-visitor spaces only). Non-student visitors to Center Stage residents must park in visitors parking area. Due to limited parking capacity on campus, students may not park long term anywhere else on campus during enforcement hours.
 - **Employee General** – This decal is available to full or part time employees, excluding student employees. Students who are also employees are only eligible for student permits (see options above). This decal is valid in employee lots that have non-numbered spaces. (See Lots A, D, E, I, J, K, L, & R). Any space in the lot that is not marked by a posted reserved sign, pavement number marking, hash marks or a cone (for special events/guests) is available for general use.
 - **Faculty/Staff Reserved (Premium)** – This decal is issued to a limited number of full-time employees that have requested an individually-assigned reserved space in various lots throughout campus. These are limited in number and managed via wait list. This decal is **only valid in that reserved space, during the hours specified as reserved for that space.**
 - Due to limited available parking, **the holder shall use only the reserved space.**
 - Unless specifically marked 24-hour reserved, the reserved spaces are enforced daily 6am-6pm, Monday through Friday. After 6pm each day, reserved spaces become general use and available parking for events (if designated), students working late, or other employees.

SPECIAL EVENT PARKING

- III. Persons hosting an event on campus must contact UNCSA Police and Public Safety Department to ensure adequate parking arrangements. Visitors not parked in visitor spaces are subject to citation unless approved by UNCSA Police in advance. Events with 25 or more vehicles may need to use off-campus parking depending upon campus-wide parking needs for a particular day. If so, UNCSA Police will facilitate the arrangements.

Given the number of events on campus, never assume a specific parking area will be available for guests or buses without contacting UNCSA Police first. During events UNCSA Police may find it necessary to redirect employees and students from their normal parking locations to alternative on-campus parking.

Employees and Students should refrain from moving or taking police parking cones on campus. Taking parking cones without authorization may constitute theft of state property.

LOADING AND UNLOADING

- IV. Vehicles are allowed in these designated spaces only when ACTIVELY loading/unloading. The driver must move the vehicle to an appropriate space upon completion of loading/unloading.

Make sure the vehicle is parked in a safe location; never block a fire lane, use a reserved or handicapped space, or obstruct traffic. ALWAYS have a loading/unloading pass displayed.

Watson Circle Loading/Unloading is allowed but requires coordination with the UNCSA Police and Public Safety Department. Due to large vehicles passing through the circle any long-term parking creates issues with pass-ability and potential damage to parked vehicles.

PARKING ENFORCEMENT

V. Actions and Escalations:

- Warnings will be provided annually August 1 - September 1st, after which warnings will cease and fines will begin.
- Some violations, as noted in following sections, may require fines or other actions on the first violation.
- Except as otherwise provided in this regulation, employees conducting parking enforcement shall enforce violations according to the schedule in Annex 2.
- Students and employees will not be called to move their vehicles ***in order to avoid*** the required enforcement action. If a vehicle must be moved due to occupying a reserved space or other restricted use space, enforcement action will be taken before calling the responsible party.

VI. Enforcement Hours:

- A. All employee non-reserved lots and spaces, and reserved parking lots and spaces are enforced daily from 6 am through 6 pm, Monday through Friday unless otherwise posted. During this time any vehicle parked in these areas without the proper decal will be subject to enforcement actions.

- B. Spaces that are not marked with a cone or a 24-hour reserved sign are available for use by anyone daily after 6 pm Monday through Friday, and on Saturday and Sunday, **but must have the car moved by 6 am on Monday when enforcement begins.**
- C. Employees and students are prohibited from parking in visitor spaces. Visitor spaces are for persons not affiliated with the university, or parents.

VII. Special 24-7 Parking Designations

The following designations will be enforced AT ALL TIMES:

- A. Any space with one of the following designations, by posted sign or pavement marking, is considered special use parking on a 24 hour-a-day, seven-day a week basis:
 - Service Vehicle
 - Loading Zone / Time limited parking (example: 30 minutes, etc.)
 - Visitor Parking
 - Handicapped Parking
 - Crosswalk
 - 24 Hour Reserved
 - Watson Circle
- B. Any space with one of the following designations, by posted sign, pavement marking, or by inclusion in this list of parking rules is considered a NO PARKING area on a 24 hour-a-day, seven days a week basis:
 - Fire Lane (red curb or signage)
 - Yellow or white hash marks
 - Any grass or landscaped area
 - Any area in front of a dumpster

VIII. Immobilization

- Any vehicle parked in violation of this regulation may be immobilized by use of a device.
- Immobilizers will only be removed by UNCOSA Police and Public Safety. Damage to immobilizers due to removal by others may be deferred to that individual.
- Vehicles immobilized for longer than forty-eight hours M-F, or over a weekend until Monday-Noon, shall be towed from the University to a designated storage facility. The owner or custodian of the vehicle shall be responsible for both the device removal and towing fees, applicable storage fees, and accumulated fines. A vehicle shall not be released until restitution arrangements are complete.
- Vehicles may be released upon contact by the driver with the UNCOSA PPSD Communications Center.
 - For **non-students**, vehicles are only released from immobilization and towing after proof of all paid fines and fees are provided.
 - **Students** may immediately pay for fines via the online parking portal to have their vehicle released, **OR the unpaid fine will generate a hold on the student's account – preventing registration for classes, receiving diplomas, etc until the debt is settled.**
 - **Employee** unpaid fines will be sent to payroll for deduction.

IX. Towing

- A. The Chief of Police is authorized to have vehicles towed from the campus of the University to a designated place of storage for any vehicle in violation of the following, from the first offense:
1. Unauthorized parking in a reserved space, and the owner does not respond to move the vehicle in a reasonable amount of time.
 2. Unauthorized parking in a space marked "24 HOUR RESERVED."
 3. Parking in a Fire Lane, Blocking a Fire Hydrant, or Standpipe.
 4. Violation of "Parking in an Accessibility Space, Blocking an Accessible Aisle, Path or Curb Cut".
 5. A vehicle that has had an immobilization device placed on it, and remains unclaimed after 48 hours M-F, or if a weekend, until Monday by noon.
 6. Upon evidence of tampering with a boot or threatening to remove a boot.
 7. Abandoned vehicles
 8. Repeat offenders
- B. In addition to any fine assessed for a violation of this Regulation, **the owner of a vehicle which is towed from the University is responsible for payment directly to the towing contractor** of any towing and/or storage fee charged for such towing.
- C. Notice of North Carolina State Law Concerning Towed Vehicles

UNCSA provides an appeal procedure for the resolution of booting, towing and parking violations. [North Carolina General Statute 20-219.11](#) provides the following:

Whenever a vehicle with a valid license plate or registration is towed as provided in General Statute 20-219.11, the authorizing person shall immediately notify the last known registered owner of the vehicle of the following:

1. description of the vehicle;
2. location of vehicle;
3. violation with which the owner is charged, if any;
4. procedure the owner must follow to have the vehicle returned to him or her; and
5. procedure the owner must follow to request a probable cause hearing on the towing.

PARKING VIOLATION FINES AND COLLECTIONS

X. Payment & Collections

- A. Any person violating the UNCSA Parking/Traffic Regulations may be subject to a warning, fine, immobilization or tow based upon the severity of the violation, history of the driver, and other factors. Employees, students, and visitors are responsible for paying any fines or fees levied due to parking violations.
 - Fines will be assessed according to the violation(s).
 - Tow fees will be passed on to the party apparently responsible for the vehicle towed, in addition to any other fines or fees.
 - Repairs to damaged property may also be assessed.
- B. Payments must be made through the online parking portal (information is on the ticket) via debit or credit cards, or payroll deduction (employees only).

XI. Failure to Settle Fines, Fees and Charges

- A. Failure to settle outstanding fines, fees, and/or charges within the required time frame can result in the University's arranging for the collection of fees assessed against faculty, staff, and students in the following manner:
 1. Any ticket unpaid by employees by the end of the pay cycle will be salary deducted. Anyone with 5 or more parking tickets are subject to revocation of parking privileges and/or having the vehicle wheel-locked or towed.
 2. Student tickets, wheel-locks, and tows may generate a "Police Hold" on the student's records.
 3. Non-affiliated individuals whose unpaid fines are not collected through the above means shall be forwarded to a collection agency, the Attorney General's Office, or the Department of Revenue for collection.

XII. Suspension of Parking Privileges

- A. The Chief of Police or designee may, in addition to any other penalty, suspend the parking privileges of any individual found to be in violation of the following:
 1. unauthorized use of a permit
 2. counterfeiting or altering of permits
 3. presenting false information
 4. habitual offenders
 5. destruction or damage to University property

XIII. Parking Appeals

Individuals issued a parking citation may appeal the penalty within ten (10) calendar days of the date of the citation or letter addressing a violation. Appeals must be filed online through the UNCSA Parking portal. The Chief of Police or designee will convene a review as necessary to ensure the accurate and expedient review of appeals.

For an appeal to be successful, generally it must be a citation issued in error, or there must be a valid extenuating circumstance. For example, "I overslept and didn't move my car" generally

would not be considered adequate for appeal. "I went to the hospital emergency room overnight and couldn't move my vehicle" may be granted.

1. All information on the appeal form must be provided to constitute a valid appeal.
2. Only those appeals received within the ten (10) calendar day deadline shall be reviewed.
3. Late or incomplete appeals shall not be reviewed and do not require a response.
4. If the appellant wishes to meet regarding their appeal, they are required to note the request on the appeal form.
5. Appellants shall be notified by e-mail of the decision to grant or deny their request.

Appeal Rulings:

1. The UNCOSA Police and Public Safety Department will cancel or refund any fees if the ticket/violations are overturned.
2. If the appeal is not overturned, prompt payment of fees and fines is expected and processes for collection of otherwise unpaid fines and fees will be followed.

Final Appeal:

1. Individuals who wish to appeal beyond the UNCOSA Police and Public Safety Department may submit an appeal to the Vice Chancellor for Finance and Administration (VCFA) via a written statement to the UNCOSA Police and Public Safety Department of the desire to appeal the matter further. This must be submitted within 10 days of the first level appeal response. The Chief of Police will ensure a copy of all available materials related to the appeal are provided to the VCFA. The VCFA has no deadline to review the appeal and provide a response.
2. Appeals at this level are final.

ANNEX 1: PARKING PERMIT FEES

Full Academic Year: August 1 – July 31

<u>Students</u>	<u>One Time Fee</u>
Commuter Student Permit	\$90.00
Artist Village Resident Permit	\$90.00
Center Stage Resident Permit	\$90.00
Second Vehicle	\$10.00

<u>Employee (Full Time, Part Time & Temp; Non-Student)</u>	<u>Monthly / Annual</u>
Employee General	\$10.00/Month or \$120.00/Year
Employee Reserved	\$17.00/Month or \$204.00/Year
Second Vehicle	\$20.00

<u>Other</u>	<u>One Time Fee</u>
Summer Term Permit	\$25.00
Contractor/Guest Artist Permit	\$25.00

*Student parking permits are paid for in full, up front. Student parking permits are pro-rated starting in November.

ANNEX 2: PARKING VIOLATION FINES

The parking fund is authorized to collect fines in the following amounts for a violation of this regulation:

Violation Code	Violation Description	Current
BL	Blocking a Dumpster or Traffic Lane	\$25
FH	Blocking a Fire Hydrant or Fire Lane	\$25
HS	Parking in a Handicapped Space without a Handicapped Placard	\$100
ND	No Current Parking Decal / Permit Not Displayed, Unregistered Vehicle or Expired Permit	\$15
NPA	Parking in a non-parking area	\$10
OP	Overtime parking in a Time-Limited Space	\$10
OT	Other	\$10
POR	Parking on Grass or Sidewalk	\$10
RS	Parking in a Reserved Space	\$15
UP	Unauthorized Parking	\$10
New	Displaying an Unauthorized Permit, Altering a Parking Permit, or Forging a Parking Permit	\$15 & Loss of Parking Privileges for 1 Year.

At no time shall any driver block in a vehicle or for premium permit holders - park in another reserved space, if someone has taken the one assigned to them. In this case, the holder should call the UNCSA PPSD to report the illegally parked vehicle and park temporarily in a faculty/staff non-reserved lot until the situation is resolved. Any vehicle with a reserved decal that parks behind another vehicle or in another reserved space is subject to a parking citation, wheel-lock/boot, and/or tow for **Unauthorized Parking**.

FREQUENTLY ASKED QUESTIONS

ASSISTANCE – IS THE PARKING LOT FULL? WHERE CAN I PARK?

If you arrive on campus and find no parking anywhere on campus for your designated parking decal, **call UNCSA police for assistance** on where to temporarily park. There are times when you may need to park further from your destination than you anticipated in order to park legally.

I HAVE A TEMPORARY INJURY – CAN I HAVE AN ACCOMODATION?

Yes! Reach out to parking@unca.edu with your circumstances and the Deputy Chief will work with you to determine how to accommodate your temporary situation.

SOMEONE IS PARKING IN MY RESERVED SPACE – WHAT DO I DO?

Call the UNCSA Police and Public Safety Department immediately. Patrol officers respond to a variety of calls for service throughout the day and may not have been able to sweep your lot or may have been interrupted from their sweep of your area. We will response promptly to issue a ticket and get the vehicle moved, if possible.

HOW DO I PAY MY TICKET?

Information on how to pay your parking ticket is on the paper copy of the ticket. You may go to the parking portal at <https://ctitt-unca.cticloudhost.com/TickeTrak.Webportal/> and log in to pay your ticket(s) and associated fine(s).

I CAN'T REGISTER FOR CLASSES!! WHAT DO I DO?

Log in to <https://ctitt-unca.cticloudhost.com/TickeTrak.Webportal/> and pay off your outstanding ticket(s) and fine(s). Then contact parking to remove your hold.

ESCORT AND MOTORIST ASSISTANCE PROGRAMS

Walking at night? We will provide an escort for you from a location on campus to a location on (or near) campus.

Need a **jump start?** Lock your **keys in your car?** We will provide a motorist assist.

Call UNCSADPPS for complimentary assistance on campus property 24 hours a day, seven days a week.