

Recent Changes to the Parking Rules & Regulations

- **Parking Lot N has transitioned to a Shuttle Hub and is for shuttle buses only. No student parking at anytime**
- **Students are prohibited from parking in reserved parking spaces at any time. This includes Visitor spaces, which 6 have been added to Lot A and 6 in Lot P**
- **Students residing at Deacon Place are required to register their vehicle to park at this location. Residential parking is located within the security gates.**
- **Students with off-campus and evening only parking permits can park on campus after 4:00 p.m. weekdays and all day on weekends**
- **Resident students with an on-campus RS permit are not authorized to park in Lot W1 weekdays between 8:00 a.m. – 4:00 p.m.**
- **Ten (10) express Loading/Unloading spaces were added on campus for students, faculty and staff (Section 2.15). Locations include parking lots A, B, P, R1, R2, U, Polo Circle, Jasper Memory Lane and Gulley Dr.**
- **Section 5 – Towing/Booting has completely been revised. Please read, as it is very important information**
- **Warning citations are only issued for a No Registration violation.**

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Article I Motor Vehicle Registration

1.1 General Registration Information

Anyone affiliated with the university as faculty, staff or student and wishes to park a vehicle in a university parking lot at any time of day or night, including after 4:00 p.m. weekdays, on weekends and during academic breaks, must register that vehicle with the Transportation and Parking Services office. Alumni and visitors coming to

WFU more than once need to register their vehicle. For registration purposes, students, faculty, staff and alumni are defined as:

Student – Anyone enrolled in any class or program at Wake Forest University, including study-abroad programs. Unless formally withdrawn or graduated from the university, students are considered an active student.

Faculty – Assigned teaching responsibilities at Wake Forest University (Does not include students who are teaching assistants).

Staff – Non-faculty Wake Forest employees contracted to work on campus.

Alumni – Graduated from WFU and is not enrolled in a graduate program

Visitor- Anyone not affiliated with Wake Forest in any capacity mentioned above

Student parking permits are not transferable from vehicle to vehicle or person to person. A vehicle is not considered registered until permits have been ordered, picked up and placed on the vehicle, as instructed on the permits.

A person may be asked to relinquish a permit due to a change in the permit holder's role at WFU or due to misuse of the permit.

Any changes in license plate numbers must be given to Transportation and Parking Services within 24 hours of that change, via email at parking@wfu.edu. Failing to give notification can/will result in citations for failing to register that license plate, even if it is the same vehicle.

1.2 Permit Fees/Locations

- Resident - \$570 (On-campus)
- First-Year students - \$345 (Lot Z5 at the Winston-Salem First Church)
- Sophomore - \$345 (Lot Z2 off Polo Rd.)
- Commuters –
 - \$570 (On-Campus)
 - \$345 (Off-Campus)(Lots Z3 and Z4)
 - \$85 (Evening Campus Access Only after 4:00 p.m. weekdays or anytime on weekends)

1.3 Student Registration

Graduate, undergraduate, and transfer students may request parking permits. Eligibility will be based on student academic classification and resident or commuter status.

The online registration process requires the vehicle license plate number and state, make, model, year and fuel type. If your vehicle has a temporary license plate number, please use that to register the vehicle. If you do not have a temporary plate,

please contact the parking office for assistance. Do not use terms such as “NOTAG”, “APPLIED FOR” or the expiration date.

Log onto <https://wfuparking.t2hosted.com> or the parking icon from the google apps Select “Get Permits”.

You will be prompted to enter your WFU Login ID and password to begin the vehicle registration process. Do not include @wfu.edu in your login. In order to access the parking portal, you must specifically select your **WFU Google** account if you are logged into multiple accounts.

1.4 Students employed by the University including, but not limited to, graduate hall directors (GHDs) are required to purchase a student permit and do not qualify for the faculty/staff parking fee structure.

1.5 Commuter student permits for on-campus parking will be sold on a first-come, first-served basis each academic year.

Exceptions will only be allowed for:

- Cases of hardship related to a medical or health condition. (requires notification from medical staff in Student Health)
- Full-time students returning from fall study-abroad programs.

1.6 Students involved in manipulating the vehicle registering process, such as registering a vehicle that is owned or operated by another student or changing a plate number to be able to re-register that vehicle are considered an honor code violation. Employees may not register a vehicle that is operated by a student.

1.7 A student registering a second vehicle must provide the registration card for both vehicles, indicating that both vehicles belong to them or a family member.

1.8 A student may not drive or park a vehicle on campus that displays an employee parking hangtag.

1.9 Students enrolled at Wake Forest Baptist Hospital or Medical Center that have a vehicle registered with those institutions and take classes at WFU can park in General parking lots only. The permit must be displayed on the vehicle.

1.10 Students residing in Real Estate housing are required to obtain a permit (at no cost) to park at these locations off-campus. Students that desire to park on campus (day or night) are required to purchase a parking permit on-line. Real Estate housing permits do not authorize vehicles to park on-campus.

1.11 First Year and sophomore students cannot change/upgrade their permits mid-year due to earned credits changing their student classification.

1.12 Students residing in theme houses must register their vehicle. Students living in a theme house have the option to purchase a resident permit to be able to park on-campus between 8:00 a.m. – 4:00 p.m. for \$570), **Students living in theme housing must obtain an additional authorization from the Transportation and Parking Services office to park in the theme house parking lots.**

Underclassmen who are first year or sophomore students will only be issued permits that reflect your student classification and will not have an on-campus permit option.

1.13 Student Permit Application

Each package contains **one permit**, for the rear window or bumper (Parking Pass). Apply and place permit in accordance with package instructions to a clean and dry surface.

* The parking permit must be adhered to the vehicle it was assigned, to be fully registered.

1.14 Registration Refunds

No refunds of vehicle registration fees will be made unless the issued permit is returned to Transportation and Parking Services.

Students graduating in December or going abroad for spring semester may receive a prorated refund by returning the issued permits. These items should be returned to the Transportation and Parking Services office on the specified date in the annual registration document.

1.15 Class Auditors

Anyone auditing a class at Wake Forest University needs to register their vehicle, no matter what the duration or length of the class may be. Class auditors parking on campus must purchase a semester permit for \$50. Summer permits for auditors will cost \$25.

1.16 Temporary Medical Permits

Transportation and Parking Services will issue a “Temporary” permit to students and employees who are approved for special medical parking privileges.

In such cases, the student must go to Student Health Services and be evaluated. The student is issued a Student Health Parking Privileges Request Form, which must be presented to Transportation and Parking Services. The form will indicate what type of parking adjustment is needed and how long the student will need special medical parking privileges.

Employees must contact Human Resources to request special parking accommodations. Human Resources will provide an official request on behalf of the employee to Transportation and Parking Services.

The override permit will allow the student or employee to park in designated areas, based on the recommendation of Student Health Services or Human Resources (Reserved spaces are excluded). This override permit may be issued in addition to your parking decal/hangtag you received during registration for the current academic session if you have a registered vehicle.

A Temporary Medical Permit does not authorize a person to park in a state mandated handicapped parking space. No person will be given permission to park in a handicapped parking space unless the state certifies that they are permanently/temporarily handicapped and they are issued a handicapped placard or their vehicle has the handicap insignia on the license plate. It is requested that the Transportation and Parking Services office be provided a copy of the handicap registration card. You cannot use a placard that is in someone else's name. The placard must be hanging to be valid.

Temporary Medical permits are valid for up to 30-days at no cost for people who are already registered. If the need to park exceeds 30-days, a person may purchase a 14-day Temporary Medical permit for \$20. No person may purchase a temporary permit more than twice during any semester. Anyone with a parking request for extended medical needs will be required to purchase an on-campus permit at the regular rate.

1.17 Faculty and Staff Registration

- Faculty and staff registration occurs upon employment. Re-registration occurs every few years, unless otherwise notified.
- Dependents of faculty and staff, who are either enrolled as a student or working at WFU, are required to register their vehicle if it is operated on campus. The use of a parent's faculty/staff parking permit by a student is strictly prohibited. Students identified as improperly using a faculty/staff permit will be referred to WFU Judiciary Affairs as a potential honor code violation. The employee will be referred to the appropriate supervisory office as well.

The online registration process requires the following information: Vehicle license plate number and state, vehicle year, make, model and color.

Log onto <http://wfuparking.t2hosted.com> or the parking icon from the google apps Select "Get Permits".

You will be prompted to enter your WFU Login ID and password to begin the vehicle registration process. Do not include @wfu.edu in your login text.

- Parking hangtags ordered on-line can be delivered to appropriate departments for distribution to faculty and staff via campus mail. Or picked up from the Transportation and Parking Office.

1.18 Faculty and Staff Hangtag

Faculty and staff must register all vehicles that will be driven to campus but will receive only one parking hangtag that can be interchangeable between vehicles. The parking hangtag must be visible from the rearview mirror at all times while parked. The parking hangtag will serve a dual purpose as a parking hangtag and a gate pass.

Special Note: Volunteers and Interns must register their vehicle to park on campus. Transportation and Parking Services will be provided employment start and end dates by Human Resources or the department for which an employee will be working. Classifications as a volunteer or paid intern will determine if a parking fee is required to be paid.

1.19 Vendors

All vendors are required to come to the Transportation and Parking Services office, Monday-Thursday 8:30 a.m.-4:30 p.m. and Friday from 8:30am-3:00pm, to apply for and pick up a parking permit.

1.20 Concessionaires

All concessionaires must go online to <http://wfuparking.t2hosted.com> to register a vehicle. Once they have accessed the website, click on "Get Permits". A guest account must be created in order to register the vehicle. Concessionaire employees that provide an auxiliary service on campus are required to pay an annual fee of \$60.00 for an on-campus permit.

1.21 Alumni, Parents and Visitors

Alumni, parents, visitors and student visitors are only able to park in visitor lots or general parking lots (for one-day visit). If you are planning to be on campus for more than one-day, you must visit the Transportation and Parking Services office to obtain a parking pass for general parking lots only, at no cost.

1.22 Replacement and Temporary Permits

You can receive a replacement permit/hangtag for a replacement fee of \$25 if you have a vehicle currently registered. To obtain a replacement, you must bring in the old permits, if possible, and your vehicle registration. Employees can pay by check, money order, or credit/debit card in the office. Students who have not previously registered a vehicle can purchase a temporary permit for up to 4 weeks per year at \$10 a week.

If you have a registered vehicle and will have a temporary vehicle, you will need a temporary permit. Temporary permits are good for up to four weeks per year and are free of charge, if you previously purchased a permit for the current school year. Temporary and replacement permits are issued at the Transportation and Parking

Services office, Monday-Thursday 8:30 a.m. - 4:30 p.m. and Friday from 8:30 a.m. - 3:00 p.m.

1.23 Handicapped

The Handicapped Parking Policy, in compliance with the Americans with Disabilities Act, requires that campus handicapped spaces must be regulated in accordance with guidelines prescribed by the state of North Carolina. The use of a handicapped placard by anyone other than the authorized user is prohibited and can result in further legal or judicial actions. Students eligible under the Handicapped General Statute

(http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_20/GS_20-37.6.html) must still pay for an on-campus permit. The placard does not exempt anyone from the permit registration process or permit fee. A copy of the registration card for the placard must be provided to Transportation and Parking Services to register the placard

1.24 Motorcycles/Two-Wheeled Motor-Driven Vehicles Parking Permit

Motorcycles, mopeds and motor scooters are required to be registered at the Transportation and Parking Services office. A parking permit is required for all motorized motorcycles, mopeds and motor scooters parking on the Wake Forest University Campus.

Motorcycle/two wheeled motor-driven vehicle permits are issued by the Transportation and Parking Services office. These permits are not available online.

- \$50 for the school year including summer sessions.

Motorcycles can only park in spaces marked for motorcycles.

Moped Parking

- Designated moped and motor scooter parking areas are located in parking lots A, M and P.
- Mopeds and motor scooters can also park in motorcycle spaces.
- Motorcycles can only park in designated motorcycle spaces, not moped / motor scooter spaces. Motorcycle spaces are located in lots G, H, J, L, P, Q, S, T, W-1, Z, and Jasper Memory Lane.
- Parking is authorized only in spaces marked by signs or ground markings. Any motorcycle, moped or motor scooter that does not display a parking permit or that is parked in an unauthorized area is subject to being ticketed, impounded and/or marked for future enforcement purposes.
- Motorcycles, mopeds, and motor scooters may not park in courtyards, sidewalks, in front of buildings or on grass.
- Motorcycles, mopeds, and motor scooters may not park at bicycle racks.

1.25 Community Residents

Residents of Faculty Drive, Paschal Drive condominiums, Timberlake Drive, Royall Drive, Sledd Court, Bella Vista Ct. and Aaron Lane will be issued a hangtag for each vehicle. Additional hang tags are available upon request.

WFU employees, students, vendors or visitors are not authorized to park on Faculty Drive, Royall Drive, Poteat Court, Timberlake Lane, Sledd Court, Aaron Lane, Paschal Drive or Bella Vista Court. Violations may result in citations by the City of Winston Salem.

1.26 Guests Gate Access

Information on your guest's gate access to campus between 10:00 p.m. -6:00 a.m. can be found at <http://www.wfu.edu/police/gate.php>. Authorizing a guest to access the gates after 10:00 p.m. does not register them to park. Student guests that will visit campus frequently are required to register the vehicle with Transportation and Parking Services and be issued a parking permit. Students are required to accompany their guests to the Transportation and Parking Services office to authorize the parking pass. Gate access is not authorization to park. Parking must be registered separately. Students are not allowed to use a guest hanger and doing so can constitute an honor code violation.

1.27 Reynolds Gym Parking for WFU Employee's Spouse/Partner

Spouse/partners of employees can get a temporary permit, at no charge, by bringing the vehicle information to the **Transportation and Parking Office**. The spouse/partner will be issued a temporary permit to park in General parking lots on campus, for the semester. These permits can be renewed every semester.

If a WFU employee operates the vehicle with the temporary permit, they must park in the General lots only where the permit on the vehicle allows. A vehicle cannot display two different types of parking permits. Vehicles displaying conflicting permits are subject to being cited for displaying an "Unauthorized Permit".

Article II Campus Parking

2.1 Designations

Parking lot designations are posted at the entrance of each parking lot.

2.2 Enforcement

Parking rules and regulations are in effect and enforced 24-hours a day, 7-days a week throughout the year, whether school is in session or not.

2.3 Parking Space Definition

A parking space is defined as a paved area marked by painted parallel lines on either sides or a curb stop. Parking on grass, gravel or dirt areas not designated as parking

spaces is prohibited. Parking spaces located in gravel lots are designated by curb stops.



Curb stop

2.4 Reserved Spaces

Reserved Spaces: Designated spaces (sign and/or pavement markings) are “Reserved” 24 hours a day, seven days a week, unless otherwise posted.

*Departments that are paying for reserved parking space(s) for their departmental vehicle or guests, cannot allow employees to use such spaces(s) for parking.

Carpool spaces are considered a reserved parking space and are reserved 24/7. A WFU issued carpool permit is required to park in these spaces.

2.5 Service Lanes

Marked Service Vehicle Only spaces and Facilities and Campus Service (F&CS) spaces may only be used by service vehicles or maintenance teams. Service Vehicle spaces are reserved 24 hours a day, 7 days a week. Faculty and staff personnel who are authorized to use their private vehicles to conduct official WFU business, may use the spaces if they have been issued a supplemental decal designation—“SL.”

2.6 Visitor Spaces

**Regular return visitors with a permit can only use General lots on campus.

One-time visitor lots are as follows:

Lots A and P – Designated Visitor Spaces

Lot C- 24 hour reserved visitor lot. No students, employees or affiliated vehicles can park in Lot C.

Lot M- Visitors 8am-4pm, Monday-Friday

Lot F- Visitor and employee parking 8am-4pm, Monday-Friday

Visitors can also park in any general lot on campus, at any time.

2.7 Time-Limited Spaces

Time-limited spaces in all parking lots may be used by anyone. Time-Limited spaces are enforced 24 hours a day, 7 days a week. Electric vehicle parking spaces are considered a time-limited space

2.8 Concessionaires/Contract Employees

Concessionaires/contract employees can only park in General parking lots and spaces. Parking in faculty and staff parking lots/spaces is prohibited. Vehicles must be registered, and employees are required to either park in an off-campus lot or pay for an on-campus parking permit. Those choosing not to pay for parking must register their vehicle for an off-campus parking permit and are required to park in

the designated section of Z3 or Z4 parking lots located off-campus near the Winston Salem First Church on Long Dr. The parking map can be located at <http://parking.wfu.edu>. Off-campus permits for Concessionaire/ Contract Employees can be used on-campus, in general lots, from 4pm-8am, Monday-Friday and all day on weekends.

2.9 After Hours On-Campus Student Parking

Student parking is available on-campus between 4:00 pm and 8:00 am weekdays and all day on weekends in any non-reserved lot or space. However, any vehicle parking on-campus after hours is required to be registered with the Transportation and Parking Services Office.

2.10 Resident (RS)/Commuter (CS, OC, EV) Permits

In addition to General lots, vehicles with a permit prefix of RS, CS, OC, EV may park in Faculty/Staff and Visitor lots between 4:00 pm -8:00 am that are not designated "24-Hour Reserved." Lots C, D and T1 are designated "24-Hour Reserved."

Resident (RS) permits are not authorized to park in Lot W1 between 8:00 a.m. – 4:00 p.m. weekdays.

2.11 First Year (FR)/Sophomore (SO) Permits

Students with off-campus permit prefixes of FR, SO may bring their vehicles on campus after 4:00 p.m. and park in any General, Faculty/ Staff or Visitor lots that are not designated "24-Hour Reserved". Vehicles with an off-campus permit cannot park on campus between the hours of 8:00am and 4:00pm, Monday-Friday. However, parking in a time-limited space is allowed between 8:00 a.m. – 4:00 p.m. weekdays for quick errands. Parking for longer than the allotted time for that space can result in being cited.

2.12 Shuttle Hub

The Shuttle Hub is centrally located on campus between Kitchin and Poteat Residence Halls. All shuttle routes utilize the Shuttle Hub for pick-up and drop-off of passengers. Vehicles are prohibited from parking in the Shuttle Hub at any time.

2.13 North Campus Apartments (NCA)

Spaces behind the NCA are restricted to service vehicles, handicap placard vehicles and 30-minute spaces for loading/unloading only. Exceeding the time restriction in a timed-parking space or illegally parking in other areas behind NCA, will subject you to the \$100 fine for parking behind NCA.

2.14 Loading/Unloading

Emergency flashers and headlights must be used when actively loading/unloading a vehicle. Parking is only permitted in general parking lots/spaces, timed spaces and designated student loading/ unloading spaces. Reserved spaces, fire lanes and or handicap spaces are never to be used for the purpose of convenience. Other than

designated move-in/move-out times, Transportation and Parking Services must be contacted before parking to load/unload and a license plate number and parking location must be provided.

2.15 Special Parking Arrangements

During certain periods of the year, (e.g., move-out, extended holiday breaks) Transportation and Parking Services will announce changes to campus parking. The office will post the announcements on the Transportation and Parking Services website, <http://parking.wfu.edu>. Emails will be sent to all permit holders as well. During these periods, vehicles must park in legal parking spaces and never park in a fire lane, handicap space or a reserved space.

2.16 Financial Responsibility

Students, faculty and staff are responsible for their visitors and will be held financially responsible for citations issued to family or friends who use a registered vehicle on campus or who use an unregistered vehicle that is later linked to the student, faculty or staff.

2.17 “Do Not Ticket” Requests

Vehicles that cannot safely be moved because of a mechanical problem, must call Transportation and Parking Services at 336-PARK or email parking@wfu.edu to request a “do not ticket”. If the call is not answered (non-office hours, busy signal, etc.), leave a message with the following information:

- Your name and contact number
- The nature of the problem
- Location where vehicle is parked
- Vehicle information (model, color and license plate information)

The following applies to “do not ticket” requests:

- Requests are valid for 24 hours. Vehicle operators need to make every attempt to move the vehicle as soon as possible.
- Requests will not be granted for fire lanes or handicap spaces or being illegally parked at the time the vehicle became inoperable. (In a reserved space, 24 reserved lot, etc....)
- Leaving a note attached to the vehicle does not suffice for calling/notifying the Transportation and Parking Services office.
- Do not ticket requests are not authorized for convenient parking
- Do not ticket requests are not authorized for times when a parking hangtag was not displayed for any reason.
- Misuse of Do Not Ticket requests include, but not limited to, asking for a request every week or multiple times a month

2.18 Extended Parking

People may not leave their vehicles on campus for extended periods (14 days or more, to include semester and summer breaks) without notifying Transportation

and Parking Services. During extended school breaks, Transportation and Parking Services will post to the website an announcement where vehicles can be legally parked. If vehicles need to be relocated for maintenance or for an emergency, WFU will pay for the vehicle's relocation as long as the vehicle's registered owner notified Transportation and Parking Services. Failure to make the notification may subject the vehicle owner to tow fees.

2.19 Speed Limit

The speed limit in parking lots is 10 mph unless otherwise posted.

2.20 Special Events

It is the policy of Wake Forest University to minimize the displacement of faculty, staff and students from parking facilities during special events.

- On-campus special event parking needs are to be coordinated with the Director of Transportation and Parking Services. Parking lot reservations are requested on-line at <https://rooms.wfu.edu/VirtualEMS/Login.aspx>.

- University organizations that want to reserve a parking lot (once approved by Transportation and Parking Services) for a special event, need to fill out a "WFU Police Services Form" request. The form can be found at the following website link: <http://www.wfu.edu/police/form-event-app.html>

Transportation and Parking Services offers shuttle bus rentals to departments sponsoring a university event. One week notice is required to accommodate requests. Requests with less than 1 week notice may be unsupported. Requests for this service should be made at <https://www.myworkday.com/wfu/d/home.html>

2.21 Alumni, parent and student visitors are allowed to park in any general parking lot. A parking permit is required for regular visitors.

2.22 Car covers are allowed, but the rear parking permit must be visible at all times.

2.23 The Transportation and Parking Services Advisory Committee (PTAC) reserves the right to change and or modify Transportation and Parking Services policies anytime throughout the year to meet the operational needs of the University.

2.24 REYNOLDA VILLAGE

Reynolda Village is a shopping and business office district on Reynolda Road, South West of the central campus. The Village is managed by WFU Properties. One lot is reserved for vehicles with WFU Off-Campus Permits. That lot is located across the bridge in the North West corner of the Village. All other parking spaces in the Village are reserved for patrons of the businesses. Anyone parking in the Village for other than Village business is subject to ticketing and/or towing (without notice). Overnight parking (by other than Village businesses) and parking on the grass or is prohibited and may also result in towing.

Article III Parking Violations and Fines

3.1 Parking Citations and Associated Fines

Any person who fails to register their vehicle and accumulates citations will be held responsible for all citations.

\$25 Fines

Failure to Display a Valid Decal

Improper Display of a Parking Decal, Permit or Pass

Parked in an Unauthorized Space (Motorcycle in a Vehicle Space or Vice-Versa)

\$35 Fines

Parked Wrong (Outside a Space, Facing Wrong Direction, etc.)

\$50 Fines

Parked in a No Parking Zone or Area

Parked on a Sidewalk, Grass, Patio or Other Non-Paved Surface

Unauthorized Parking in a "Reserved" Space, Lot or Area

Overtime Parking in a Time-Limited Space

Escalating Fines

Parked in an Unauthorized Zone, Location or Parking Lot

- 50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

Failure to Register Vehicle

- \$50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

Parked on campus or in a lot during Unauthorized Hours

- 50 first offense
- \$75 for second and third offense
- \$100 for fourth and subsequent offense.

\$100 Fines

Displaying an Altered, Counterfeit, Stolen or Lost Parking Decal

Unauthorized Decal Use (Using a permit that is either assigned to someone other than you or is assigned to a different vehicle/license plate.)

Parked in or Blocking a Fire Lane or Fire Hydrant/Connection

Obstructing or Impeding the Flow of Traffic

Unauthorized Parking in Spaces Reserved for the WFU President

Parked Behind North Campus Apartments (Excludes Time-Limited Spaces)

Parked in a ZIP Car Space

Parked in or Obstructing a Crosswalk or Driveway

Blocking or Obstructing a Loading Dock or Trash Dumpster

\$125 Fine

Tow Administrative Charge (Separate from the Tow Company's Charge)

\$150 Fine

Boot Immobilization Fee

\$250 Fine

Unauthorized Parking in or Blocking a Handicap Space or the striped Van Access Area/Sidewalk Ramp

\$450 Fine

Damage to a Boot/Immobilization Device. Fines/ Boot replacement costs may be higher based on degree of damage to device.

3.2 Prima Facie Rule

Whenever a vehicle is found parked in violation of the parking rules and regulations, it is presumed the vehicle was parked by or with the authorization of the person whose name the vehicle is registered to.

3.3 Multiple Citations

Unauthorized/illegally parking can result in multiple violations. If more than one violation occurs, a citation will be issued for the violation with the highest fine amount. However, if one of the violations is for "No Registration", two citations will be issued. One for No Registration and the second for the highest violation fine.

3.4 Citations Issued within 24-hour Period

More than one citation may be issued for the same offense within a 24-hour period, if a vehicle relocates to a different location and violates the same offense within 24-hours.

3.5 Fines and Payments

Student citation fines are automatically charged to a student's financial account.

Faculty, Staff, Concessionaires, Vendors, Visitors and Contractors have the following payment options:

- Check, Money Order or credit card at the Transportation and Parking Services Office in the ground floor of Alumni Hall.
- By credit card on the [Transportation and Parking Services website](#).

Unpaid parking fines will prohibit the owner/driver from registering the vehicle and require the vehicle to park off-campus. All parking fines must be paid.

Article IV Appeals

4.1 All first level appeals must be filed on-line at [http:// wfuparking.t2hosted.com](http://wfuparking.t2hosted.com) or from the Transportation and Parking Services website <http://parking.wfu.edu>. The appeal must be completed 14 calendar days from the date which appears on the citation or the appeal will not be accepted. The citation issuance date is not counted as the first day of the 14-calendar day appeal period. A person must have readily available the citation number and vehicle plate number before an on-line appeal can be filed.

Individual appeals must be filed for each citation being appealed. An explanation is required for each citation appealed.

4.2 The appeal's officer is appointed by the Transportation and Parking Services Advisory Committee. The appeal's officer, a nonpartisan University agent with no relation to parking enforcement authorities, will review the written appeal and may grant or deny the appeal. Notification of the appeal decision will be communicated via email. Appellants can also check the status of their appeal on their parking account, online. Transportation and Parking Services staff do not take part in the appeal decisions; therefore they cannot explain the appeal officer's reasoning for approving or denying appeals and the appeal's officer name remains anonymous. If you disagree with the decision, then you must file the second level of appeals within 7 calendar days of receiving the first level decision.

4.3 It is the duty of the Transportation and Parking Services Advisory Committee to review 2nd level appeals. The Transportation and Parking Services Advisory Committee will meet regularly during the academic year for appeal consideration. These meetings are not open for public attendance and the appellant will not appear in front of the Advisory Committee. Second level appeals must be submitted on-line within 7 days of the first level appeal decision.

4.4 Graduating, transferring or terminating students obtaining citations after being cleared by the University, must pay the citation(s) if an appeal is not immediately possible. The student will be allowed to appeal the following semester. If the appeals officer or Transportation and Parking Services Advisory Committee rules in the appellant's favor, monies paid will be refunded.

All decisions of the Transportation and Parking Services Advisory Committee shall be final.

Article V Booting and Towing (Vehicle Immobilization)

The Transportation and Parking Services office is under no obligation to contact the owner, operator or registrant of a vehicle at the time it is booted or towed.

5.1 Towing

Any one or more of the following acts or omissions will subject a person to having their vehicle towed at the owner's expense:

- When parked on the travel portion of a street, parking lot or drive.
- When parked in a handicap space without a valid, state authorized handicap placard displayed and/or the person the placard is issued to is not present,
- Vehicle blocking access to a fire hydrant or located in a fire lane
- Vehicle blocking a trash dumpster,
- When parked in any space or area for which a notice is posted that states that towing is enforced,
- Any infraction of the WFU Parking Rules and Regulations if the vehicle is operated by a scofflaw.
- If the vehicle is determined by WFU to be derelict under North Carolina General Statute 20-137.7(4).
- If the vehicle has been booted and its operator has not contacted Transportation and Parking Services after 48-hours
- When the operator's vehicle is not properly registered with the Transportation and Parking Services office; is in violation of any North Carolina vehicle registration law; has an altered vehicle ID or license; is reported stolen; or is used in a crime or "abandoned" as defined by North Carolina Statute 20-137.7(1) (see Appendix A).
- When the operator's vehicle is parked in Reynolda Village customer parking lots, unless pursuant to an Off-Campus permit and parked in the student/faculty/staff lot located across the bridge in the Northwest corner of Reynolda Village. Parking is permitted in Reynolda Village customer lots for a limited time (up to 3 hours) when the vehicle's operator is shopping in Reynolda Village.
- Booted or towed vehicles that are abandoned will be disposed of, and all fees relating to the booting, towing, and/or disposal of the vehicle will be due and payable by the owner/operator to the party, whether the University, a wrecker service, or another third party, that incurred the fee(s).

5.2 Towing Service

All vehicles that have been towed from WFU-owned property will be removed to Venable's Wrecker Service and stored at 5640 Shattalon Drive, Winston- Salem, NC 27105. The telephone number for Venable's is 336-721-0101. Vehicles may be released during business hours of 7:30 am-5 pm, Monday-Friday. Vehicles will not be released by Venable's Wrecker Service until a vehicle release form is obtained from the Transportation and Parking Services office and the University's Tow Administrative charge is paid. After 5 pm, vehicles will only be released for emergency circumstances by calling 336-721-0101. The owner/operator will be

responsible for Venable's "After Hours Emergency" service fees and all of Venable's towing and storage fees.

The operator's transportation to the towing company's lot must be arranged by the vehicle owner / operator. Transportation and Parking Services will make a reasonable effort to notify the owner before a vehicle is towed but is under no obligation to contact the owner of a vehicle at the time it is towed.

5.3 Immobilization/Booting

- a. Before a boot is installed, prior notification/warning will be given to the registered driver or placed on the vehicle to be booted that several violations have occurred. These notifications are intended to allow the vehicle operator to correct improper parking behavior and contact Transportation and Parking Services.
- b. Vehicle registered with Transportation and Parking Services:
 - i. 10th Citation – Boot warning issued
 - ii. 11th Citation – Vehicle booted
 1. Driver signs boot release form and is advised vehicle will be towed upon receiving the next citation.
 2. \$150 WFU boot fine imposed, plus a Barnacle immobilizer release fee of \$45
 - iii. 12th Citation – Vehicle towed
 1. Driver signs release form
 2. \$125 WFU Tow Administrative charge plus towing company fees.
 - iv. Subsequent Academic Year
 1. 4th Citation – Boot Warning
 2. 5th Citation- Vehicle booted
 - a. Driver signs boot release form and is advised vehicle will be towed upon receiving the next citation.
 - b. \$150 WFU boot fine imposed, plus Barnacle immobilizer release fee of \$435.
 3. 6th Citation (and any further citations thereafter)- Vehicle towed
 - a. Driver signs release form.
 - b. \$125 WFU Tow Administrative charge plus towing company fees.
- c. Vehicle not registered with Transportation and Parking Services
 - i. 1st No Registration Citation – Warning
 - ii. 2nd No registration Citation - \$50
 - iii. 3rd No Registration Citation - \$75 and boot warning
 - iv. 4th Citation - Vehicle booted
 1. Driver signs boot release form and is advised vehicle will be towed upon receiving the next citation.

- 2. \$150 WFU boot fine imposed, plus Barnacle immobilizer release fee of \$45.
- v. 5th Citation (if vehicle remains unregistered) – Vehicle towed
 - 1. Driver signs release form.
 - 2. \$125 WFU Tow Administrative charge plus towing company fees.
- d. Vehicle registered (non-student), but associated with four (4) unpaid citations
 - i. 4th Citation – Boot warning issued
 - ii. 5th Citation – Vehicle booted
 - 1. Driver signs boot release form and is advised vehicle will be towed upon receiving the next citation.
 - 2. \$150 WFU boot fine imposed, plus a Barnacle immobilizer release fee of \$45.
 - iii. 6th Citation – Vehicle towed
 - 1. Driver signs release form.
 - 2. \$125 WFU Tow Administrative charge plus towing company fees.

5.4 Vehicle Recovery / Boot Removal

- e. Follow instructions placed on vehicle for release or contact Transportation and Parking Services, Monday thru Thursday between 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m. A Release Authorization Form is required to be signed once a boot is removed.
- f. Authorized operator must present to Transportation and Parking Services a photo ID, proof of vehicle ownership and WFU ID (if applicable).
- g. Student operator
 - i. Student citations and associated boot fees will be paid automatically through their student account.
- h. Faculty or Staff operator
 - i. Faculty and staff citations must be paid in full. Check, credit card and money orders are the only forms of payment accepted.
- i. Non-WFU Employee operator
 - i. Visit Transportation and Parking Services Mon – Thurs. from 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m. Non-WFU employees must pay all outstanding citations. Check, credit card and money orders are the only forms of payment accepted.
- j. In the event the entire balance is not paid, the operator has the option to set up a payment plan using the Payment Plan Request Form. The form

states a certain amount has to be paid by a certain day every month until the balance is paid.

Article VI Shuttle and Transportation Service

6.1 Shuttle Service

Transportation and Parking Services provides varied shuttle services to meet the needs of students, faculty and staff.

Shuttle stop times and scheduled days of operation for the academic year can be found on-line at <http://parking.wfu.edu/ride-the-wake/>. In addition, you can download the Passio App to track the shuttle's locations. There is limited shuttles during the summer months. Please refer to the website for summer scheduled shuttles.

6.1.1 No alcoholic beverages are to be brought onto the shuttle bus at any time.

6.1.2 For the safety of other passengers and the driver, shuttle drivers are permitted to remove passengers because of, but not limited to, excessive intoxication, displaying inappropriate behavior or vulgar language.

6.2 Shuttle Rentals

Transportation and Parking Services offers shuttle bus rentals to departments sponsoring a university event.

Requests for this service should be made at least one (1) week in advance. To request shuttle transportation rentals, visit [Workday](#).

6.3 Zipcars

Wake Forest University offers a car-sharing program known as Zipcars. Any licensed driver can rent these vehicles for a few hours or a whole day. Zipcar brochures are located in the Transportation and Parking Services office or the Campus Office of Sustainability, or you can find more information on the [Zipcar website](#).

The 2023-2024 Parking Rules and Regulations have several changes. It is necessary that you familiarize yourself with this year's information. The control of traffic and parking on campus is required to protect the safety of students, faculty, staff and visitors and permit the conduct of University business. Lack of space is not a valid excuse for violating parking regulations. The regulations stipulate where parking is authorized rather than where it is improper to park. The fact that a person parks in violation of any regulation or law and does not receive a citation does not mean that no violation has occurred. Responsibility for finding a legal parking space rests with

the motor vehicle operator. A parking space is not guaranteed near where one works, resides or attends class.

These regulations have been established by the Transportation and Parking Services Advisory Committee and approved by the president of the University. All parking fines must be paid. Unpaid parking fines may prohibit you from registering, operating or parking any motor vehicle on University property.

Liability Limitations: Wake Forest University assumes no responsibility for damage to vehicles parked on or while being operated on campus property or for the personal contents within the vehicle. Vehicle operators should refrain from leaving valuables in their vehicle, and they should lock all windows and doors.

[Transportation and Parking Services](#)

Alumni Hall, Building 26, First Floor, Rm 138
Phone: 336-758-PARK (7275)

[Vehicle Registration](#)

Parking/Citation Inquiries

8:30 a.m.–4:30 p.m. weekdays at 336-758-PARK (7275)

Transportation and Parking Services Lobby Hours

Monday – Thursday 8:30 a.m.–4:30 p.m.
Friday 8:30 a.m. – 3:00 p.m.

Booted, Towed or Malfunctioning Vehicles

8:30 am–4:30 p.m. weekdays at 336-758-PARK (7275).

University Police Escort

336-758-5591

[Shuttle Schedules](#)