# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions and Explanations</td>
<td>2</td>
</tr>
<tr>
<td>Requirements/Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Parking Permits and Privileges</td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td>9</td>
</tr>
<tr>
<td>Enforcement System</td>
<td>13</td>
</tr>
<tr>
<td>Clearing Citations</td>
<td>14</td>
</tr>
<tr>
<td>Bicycle Regulations</td>
<td>15</td>
</tr>
<tr>
<td>BYU Violation Fines</td>
<td>16</td>
</tr>
<tr>
<td>Index</td>
<td>17</td>
</tr>
</tbody>
</table>
BYU PARKING & TRAFFIC 
RULES AND REGULATIONS

AUTHORITY AND PURPOSE - Brigham Young University derives its authority to regulate campus traffic and parking from Section 41-6a-215 of the Utah Code (hereafter "UC"). University traffic and parking regulations are enacted to provide a safe and orderly environment for pedestrians and vehicles.

The University adopts the Utah State Traffic Code as its standard. Traffic and parking regulations are promulgated based on this standard upon approval of the Traffic and Use Committee, which is composed of administrators, faculty, staff, and students. It reports to the Vice President of Student Life. Traffic and parking regulations are published on the BYU Parking Office website at: http://parking.byu.edu.

Suggestions pertaining to the traffic and parking regulations should be addressed to the Manager of Parking Services, Parking Services Office, 2120 JKB, Provo, UT 84602. Phone 801-422-4051.

DEFINITIONS AND EXPLANATIONS

CAMPUS: Property owned or controlled by BYU.

EMPLOYEE: Non-students working full-time or part-time for the University.

MOTORCYCLES: Motorcycles, motor scooters, mini bikes, and mopeds.

MOTOR VEHICLES: Motor-propelled, wheeled vehicles.

PARKING STALL: A space enclosed by two parallel lines or a line and a curb forming a space similar in size and shape to regular parking stalls.

REGISTRATION: Providing owner or “responsible person” information to BYU Parking that allows authorization to park in BYU lots.

RESPONSIBLE PARTY: Driver, or owner of a vehicle. If a driver cannot be identified or is not available, the state registered owner will be the responsible party.

STUDENT:
- Anyone attending or enrolled in BYU day or evening school who audits or takes classes for credit; anyone attending the BYU Salt Lake Center; or anyone who has enrolled at the University, but has not graduated nor officially withdrawn from school.
- A student's spouse--even though not taking classes--is also considered a student and can only park where his/her spouse’s registration is valid.
- Full-time employees may take classes without affecting their parking privileges.
- Part-time employees will be considered students for parking purposes if they take more than 4 credits at a time.
VISITOR:

- Someone who is not a current employee, current student or the spouse of a current student or employee. Former students or former employees and those enrolled only in Independent Study courses are also considered visitors and may park in a visitor lot.
- A visitor may be eligible for dismissal (visitor void) of one violation for parking in a regular stall without registering in a 12 month period.
- Former students or former employees are not eligible for a "visitor void" until 12 months after leaving the University.
- A Visitor Void can be granted on citations issued for minor, non-hazardous parking violations obtained by visitors. Contact the Parking Services Office at 422-3906 for questions.
- UVU students, although they are not students, are limited to parking in visitor lot 26 (by the JRCB) only. UVU Students must have a valid UVU parking permit in order to use this parking lot.

REQUIREMENTS/RESPONSIBILITIES

LIABILITY INSURANCE: Liability insurance is required in the amount specified by law on any motor vehicle or motorcycle driven or parked on campus.

EMISSIONS INSPECTIONS:
BYU encourages compliance with emissions standards for this area. There is no requirement for emissions testing to register for BYU parking.

DRIVER'S LICENSE: Any person driving or parking on BYU Campus must have a current driver's license.

LICENSE PLATES: Vehicles driven or parked on campus must display current license plates or current temporary registration certificates for that vehicle. Because license plates are now the mode used to determine registration, plates must be kept visible, free of snow, mud or other obstructions. Vehicles without front license plates may not park backed into a stall because that would conceal the license plate from the license plate reader. Utah does require both front and rear license plates. Vehicles parked without a valid license plate showing will be cited.

PARKING PRIVILEGES (FORMERLY PARKING PERMITS): BYU no longer uses Parking Permits. All vehicles are granted privileges, based on the registrant's university status. Those privileges are assigned to the license plate in the parking system. Students, faculty, and staff are required to register their vehicles in order to park in campus parking. LDS Church and BYU vehicles must be registered to allow parking and entry past the control gates. Accommodations can be made for guests of the University and Government vehicles with "EX" plates.

CITATIONS: Citations issued to a vehicle are the responsibility of first, the person registering the vehicle in the BYU Parking system, then the state registered owner of the vehicle. Students and employees are responsible for citations issued to any vehicle registered by them in the BYU Parking system, or of which they are the registered owner, unless someone else has registered the vehicle and accepted responsibility for that vehicle at BYU. Any registrant allowing another to drive and park a registered vehicle on campus needs to advise that other may legally park. Upon issuance of a citation, the registered owner of a vehicle should receive an email advising them of the citation being issued. Additionally, a copy of the citation will be affixed to the
vehicle. **Failure to receive a copy of a citation does not invalidate nor justify dismissing the citation.** The University accepts no responsibility for damage resulting in an officer placing the citation on a vehicle.

LICENSE PLATE/NAME/ADDRESS CHANGES: Edit your registration online at http://parking.byu.edu, or report changes within seven days to the Parking Services Office.

**PARKING PRIVILEGES**

**AGREEMENT:**
- Registration applicants agree to abide by the University Parking and Traffic Regulations as a condition of obtaining parking privileges at Brigham Young University.

**MISUSE:**
- Anyone who forges, alters, or falsely acquires a parking permit or privileges, is subject to a $100 penalty and impoundment of their vehicle. Outstanding citations may affect an individual's standing with the university.

**NO GUARANTEE:** Parking privileges do not guarantee availability of parking.

**REGISTERING --What you need**

- Online registration is available at parking.byu.edu
  - Log in to Route Y and choose the Parking Registration link.
  - Fill in the requested information, click the check box to indicate you accept responsibility according to the University Parking Rules and Regulations.
  - Click the “Add Vehicle” button to submit your registration.

- At the Parking Services Office:
  - A state vehicle registration certificate.
  - The name of the employee/student, a member of his/her family, or a business with which the family is affiliated, if applicable. A Blue scantron form must be filled out in pencil and submitted.
  - A current BYU ID or Drivers License is required to obtain a permit.

- Employees are encouraged to register their vehicles in Utah before they obtain employee parking privileges. Utah law requires in-state registration within a limited time after obtaining employment in the state.
  - Utah residents must register cars, snowmobiles, trailers over 750 lbs., motorcycles, motorboats, sailboats, trucks, campers and off-highway vehicles for use in the state. For vehicle registration purposes, a resident is anyone who engages in a trade, profession, occupation or gainful employment in Utah for more than sixty days.

- Employee vehicles must be registered with BYU in the employee's name; student vehicles must be registered with BYU in the student's name.

**TEMPORARY PLATES:** Vehicles with temporary licenses may be registered with the BYU Parking Services Office. Upon receipt of permanent license plates, the Parking Services Office must be notified of the license number issued to the vehicle.
PLATES MUST BE VISIBLE: Because license plates are the registration, they must be visible on the vehicle. Vehicles displaying only one license plate must be parked with the plate facing the travel lane to allow enforcement personnel to check the plate for parking privileges. License plates that are altered, are covered by non-transparent materials, or covered by snow or mud may be cited. During winter weather, snow accumulations during the day will be considered during enforcement.

PARKING AREA REFERENCE CHART:

<table>
<thead>
<tr>
<th>Lots</th>
<th>Acceptable Privileges</th>
<th>Time Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 12, 13, 15, 35, 38</td>
<td>A, O</td>
<td>M-F 7:00 am - 7:00 pm</td>
</tr>
<tr>
<td>16</td>
<td>A, O</td>
<td>M-F 7:00 am - 6:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>A, O</td>
<td>M-F 7:00 am - 8:00 pm</td>
</tr>
<tr>
<td>7</td>
<td>A, O</td>
<td>M-S 7:00 am - 7:00 pm</td>
</tr>
<tr>
<td>51</td>
<td>A, O</td>
<td>M-F 7:00 am - 5:00 pm</td>
</tr>
<tr>
<td>All other &quot;A&quot; lots</td>
<td>A, O</td>
<td>M-F 7:00 am - 4:00 pm</td>
</tr>
<tr>
<td>&quot;C&quot; lots</td>
<td>A, C, O</td>
<td>M-F 7:00 am - 4:00 pm</td>
</tr>
<tr>
<td>&quot;G&quot; lots*</td>
<td>A, G, O</td>
<td>M-F 7:00 am - 4:00 pm</td>
</tr>
<tr>
<td>&quot;Y&quot; lots</td>
<td>A, G, Y, O</td>
<td>M-F 7:00 am - 4:00 pm</td>
</tr>
<tr>
<td>45R</td>
<td>A, G, Y, R, O</td>
<td>M-F 7:00 am - 4:00 pm</td>
</tr>
<tr>
<td>2 Visitor lot</td>
<td>Check in at booth</td>
<td>M-F 7:30 am - 7:00 pm</td>
</tr>
<tr>
<td>26 Visitor lot</td>
<td>Check in at booth</td>
<td>M-F 7:30 am - 4:00 pm</td>
</tr>
</tbody>
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Parking on BYU Property is prohibited between 1am- 5am unless otherwise posted.

Lot 41 is open parking during the lunch period of 11:30 am to 1:30 pm.

*Y & C registrations are valid in G lots during spring/summer terms.

FEES:
There are no fees to register a vehicle as a student, faculty, or staff.

The following passes require the listed fees:
- "S" - service for departments & vendors $10 for up to 2 years
- Bicycle Permits $1

EMPLOYEE REGISTRATION--GENERAL:
Parking in employee areas is a benefit and privilege of employees only. This benefit does not apply to spouses or children of employees.

- Employees must pay any outstanding citations before they can register.
- Employee dependents driving employee-registered vehicles ("A", or "P") may park only in "Y" lots.
- Spouses driving employee-registered vehicles may not park in employee lots. They may park in “Y” lots, or, after presenting ID to the booth officer, in visitor lots.
- Visitors driving employee-registered vehicles may park in student or visitor lots.
- Employees are not authorized to park in service stalls, disability stalls, or other special use stalls.
• Terminating employees will have parking privileges automatically terminated as of their termination date. All outstanding fines must be paid before their termination papers will be signed.

GATE CARDS:
• Gate cards are obsolete and will not be honored.
• Access to areas controlled by the gates is granted based upon the privileges assigned to the license plate as it is read by the LPR camera at the gate.

DAY PASSES: Day passes are no longer used. Temporary registration is available through the online registration system, or by requesting them from the Parking Services Office.

EMPLOYEE -"A" REGISTRATION (BLUE) -- FULL-TIME EMPLOYEES:
• Full-time faculty/staff/administrative employees
• Valid in "A", "C", "G", "Y" and "R" lots. Not valid in Disability, Service, Official (Dean/Directors) or other special lots/stalls.

EMPLOYEE "A" MOTORCYCLE REGISTRATION:
• Non-student, faculty/staff employees
• Valid in all motorcycle areas, but not in vehicle stalls nor time stalls

“PC” OFFICIAL – PRESIDENT’S COUNCIL REGISTRATION
• Members of the University President’s Council.
• Valid in "Official" or "Dean/Director” stalls.
• Valid in "A", "C", "G", "Y" and “R" lots.
• Valid for extended parking in time stalls designated by a clock symbol when no other appropriate parking space is available.
• Valid in Service stalls.
• Spouses of “PC” permit holders enjoy the same privileges as the permit holder except they cannot park in Service stalls.
• Not to be used by children of the permit holder.
• Not valid in stalls designated for persons with a disability or other special use stalls (such as “Athletic Admin.” or “X” stalls, etc.).

"O" OFFICIAL REGISTRATION:
• Officials of the University and the Church of Jesus Christ of Latter-day Saints, as designated by the University President’s Council.
• Valid in "Official" or "Dean/Director” stalls.
• Valid in "A", "C", "G", "Y" and “R" lots.
• Valid for extended parking in time stalls designated by a clock symbol when no other appropriate parking space is available.
• Valid in Service stalls.
• Not to be used by children of the permit holder.
• Spouses of “O” permit holders may not park in “O” spaces, but may park in "A", "C", "G", "Y" and “R” lots.
• Not valid in stalls designated for persons with a disability or other special use stalls (such as “Athletic Admin.” or “X” stalls, etc.).
GENERAL AUTHORITY - “GA” - CHURCH OFFICE PERMIT:
- Generally must hold an ecclesiastical position of a Seventy or above.
- Issued by the Church of Jesus Christ of Latter Day Saints at Church Headquarters.
- “GA” permit has same privileges as outlined under “O” Official registration.

"P" PERMIT (GREY) -- PART-TIME EMPLOYEES, ROTC, AND SPECIAL USE:
- Part-time, non-student employees may receive a “P” permit with “ACGY” privileges which expire annually.
- ROTC Faculty and Staff may receive a “P” permit with “ACGY” privileges which will expire annually.
- “P” permits issued by the Parking Services Office do not authorize parking in disability stalls. Students and employees wishing to apply for disability parking must apply for those privileges through their State Department of Motor Vehicles (DMV). Parking accommodations for permanent disabilities are covered under DISABILITY PARKING ACCOMMODATIONS, below.
- Parking accommodations for non-medical needs will be considered upon written request from a dean, director, or approved supervisor.

DISABILITY PARKING ACCOMMODATIONS:
- Any person who has a disability and who properly displays a valid disability placard or disability license plate issued by a state may park in designated disability stalls as long as it is not reserved for a specific disability placard number.
- Placards are valid only when the person to whom the placard is issued is either in the vehicle or being picked-up or dropped off. Placards misused in this manner will be seized and returned to the issuing State and a citation may be issued.
- A valid state placard or license plate for persons with a disability does not authorize parking in areas designated for emergency use (red curbs), outside marked parking stalls, nor in specially designated stalls, such as Service, Official, Departmental, etc.
- Disability placards or plates are valid in "A", "C", "G", or "Y" lots and in time zones with clock symbols for extended periods of time when designated disability slots are unavailable, unless otherwise restricted.
- Brigham Young University is committed to complying with applicable disability laws. Qualified students and/or employees with disabilities may request reasonable accommodation at the Parking Services office.
- The request will be reviewed by the BYU Human Resources disability parking committee for resolution. An appropriate accommodation will be decided upon and implemented.

SERVICE PERMIT:
- With this permit employees, vendors, or service technicians who are actively engaged in servicing or maintaining University buildings or equipment may park up to 30 minutes in designated service stalls.
- This permit is also valid without time restrictions in "A", "C", "G", "Y", and “R” lots.
- A student authorized to use a service permit may not use it during his/her scheduled class times whether in class or not.
- Requests for this permit must be in writing, signed by a dean, director, or an approved company representative.
- Misuse of this permit will result in its revocation and a $50.00 fine.
• Service permits may not be used for non-service parking in lieu of a regular parking permit.
• Service permits are not to be displayed on motorcycles.
• Lost or stolen service permits are not replaced. A new permit must be purchased.
• Service areas are restricted as posted.
• No parking or driving on sidewalks is permitted without a permit authorizing sidewalk access (this includes GEM carts). Sidewalk permits require the approval of the Parking Services Manager.

TEMPORARY PERMITS (FORMERLY -TIME/DAY PASS):
• Temporary parking may be obtained online at http://parking.byu.edu, or by contacting the Parking Office.

VISITOR PARKING:
• Visitors may park with a Visitor’s Pass as designated on the permit.
• Without passes, visitors may park in time stalls for the designated time and in visitor lots 2 and 26 with a validation sticker. (obtainable at both lot entrance booths)
• Visitors may be required to show their driver’s license to park in the visitor lots.

NURSERY PERMIT:
• Parents with this permit, may park for 20 minutes in the nursery stalls.
• Nursery permits are obtained from the nursery school secretary.
• Vehicles parked in violation of nursery stalls will be impounded.

Registrations described below expire September 15 of each year. Restrictions are listed in the Parking Area Reference Chart section.

"C" REGISTRATION --SINGLE STUDENT HOUSING (GREEN):
• Residents of Deseret Towers, Helaman Halls, and Heritage Halls.
• Valid in "C" lots.
• Students moving from campus will automatically have their registration privileges changed from "C" to either “Y” or “G” depending on their university status.
• Students sharing a car with siblings attending BYU but living off campus, need to contact the Parking Services Office for special needs.

"B" REGISTRATION --HERITAGE HALLS HOUSING (PURPLE): [added 6/2011]
• "B" or "Heritage Halls" parking: Students residing in any of the Heritage Halls buildings will be issued “B” parking privileges. Parking will be available in the Heritage Halls complex, only. This is very limited and residents are encouraged to not bring vehicles to campus.
• Students who bring vehicles will be required to store those vehicles in Lot 45B, along the west fence, south of the center gate.

"G" REGISTRATION --GRADUATE STUDENTS (RED):
• Graduate students --except those living in Deseret Towers, Helaman Halls, or Heritage Halls.
• Valid in "G" or "Y" lots.
• The BYUSA President and Vice President are eligible for a “G” registration during their elected term.
"Y" REGISTRATION--OFF-CAMPUS UNDERGRADUATE STUDENTS (YELLOW):
- BYU students only, except in cases approved by the Parking Services Manager.
- Required for family and foreign language housing areas (see below).
- Valid in "Y" lots.

FAMILY HOUSING AND FOREIGN LANGUAGE HOUSING:
- "Y" registration required.
- Valid where the resident lives.
- Valid in other "Y" lots on campus.
- Housing management will manage the assignment of numbered parking spaces in certain Housing areas and will be responsible for enforcing that restriction.
- Overflow parking is available to residents with a second car or to visitors, as approved by the Housing Manager.
- Visitors are required to have a guest pass issued by the Housing office or checked out by the resident. Housing residents using guest passes are subject to a $50 fine.

"Y" MOTORCYCLE REGISTRATION:
- Students only, except in cases approved by the Parking Services Manager.
- Valid only in "Y" and unrestricted motorcycle parking areas.
- Not valid in "A" motorcycle areas.
- Not valid in regular parking stalls of any kind.
- Liability insurance in amount specified by law is required.
- Motorcycles may not park in time stalls.

"YR" REGISTRATION
- Only available to students living in Wyview Park.
- Valid in any "Y" lot.
- Valid for overnight parking in Lot 45 ONLY. (west of the stadium)
- Parking in Lot 45 will occasionally be limited or closed entirely, without prior notice, in order to accommodate football parking and other special events.

REGISTRATION OF DEALER PLATES:
Registration may be granted to a vehicle displaying dealer plates if each vehicle is registered with the BYU Parking Services. The VIN, model, year, and color of each vehicle must also be provided.

REGISTRATION OF VEHICLES WITH OUT-OF-STATE LICENSE PLATES
- Full-time, non-resident students are exempt from purchasing Utah license plates and paying Utah vehicle taxes. Students may therefore obtain permits on out-of-state plates.
- Full-time Faculty and Staff are encouraged to purchase Utah license plates, but will be able to obtain a permit on an out-of-state plate. Employees displaying out of state license plates may be subject to legal action by off-campus law enforcement agencies. Please refer to section titled: REGISTERING.
GENERAL INFORMATION

BYU--PRIVATE PROPERTY: BYU may, at its sole discretion, deny any person permission to drive or park on campus for failure to observe BYU's policies and procedures or for any other cause. Failure to heed such denial may constitute trespassing.

BYU employs a full-service Utah State certified police department to provide the University community with professional response to crime and security measures. In addition to the policies contained in the BYU traffic regulations, some violations may involve the traffic laws of the State of Utah and/or the City of Provo, and may be referred to those jurisdictions for prosecution.

BYU'S RESPONSIBILITY: BYU assumes no responsibility for the care of, or damage to, any motor vehicle or its contents at any time it is impounded, immobilized, operated on, parked on, or removed from campus, even if the damage arises from the negligence of BYU.

TIME ZONES: Registration is not required to park in time zones. **Enforcement of the time restriction ends when the remainder of the parking lot opens to the general public.** Citations for overtime parking are issued during restricted hours as posted at lot entrances. If a vehicle remains parked longer than one hour after being cited for overtime parking, a second citation with a higher fine will be issued and the first will be voided. (Moving a vehicle from one time stall to another is considered a violation of this regulation.) **Time stall parking is intended for short-term parking only.**

EXTENDED TIMED PARKING: BYU service vehicles, and vehicles with "Official", "General Authority", and disability permits may park without restriction in time stalls displaying a clock symbol, provided no other appropriate stall is available. This privilege does not extend to private vehicles with service permits or to government or commercial vehicles.

**Time stalls with 5-10 minute limits (no clock symbol) are not available for extended parking because frequent turnover is very important in these areas.**

DEAN/DIRECTOR/OFFICIAL STALLS: These stalls are restricted as posted. "Official" or other authorized special registration is required for these stalls.

SPECIALTY PARKING (SUCH AS X STALLS): X stalls exist in several locations on campus and are dedicated to a particular entity that has need for personnel to frequently come and go from campus. Hanging permits will be handed out by the entity to authorized persons as they need the parking. These stalls are not to be used for student parking nor by employees as regular parking. These stalls are regulated as to length of time a vehicle can remain in the space. Vehicles parked longer than the posted limit will be cited.

Other specialty parking can be authorized by the Parking Services Office on a temporary basis as needs arise. Normally, these instances will be handled by using temporary marking devices. Needs are determined by the Manager of Parking Services by completing and faxing a Special Parking Event form to the Parking Office at: 801-422-0679.

CROSSWALKS:
Where traffic-control signals are not present or are not operating, drivers shall yield the right-of-way (slowing or stopping) for pedestrians crossing streets within marked crosswalks anytime a pedestrian is in the crosswalk.

Drivers shall not pass another vehicle stopped at a crosswalk.

Pedestrians shall not leave a place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard (UC 41-6-77 41-6-78 et. seq.).

OVERNIGHT PARKING:

- Parking is prohibited between 1:00 a.m. and 5:00 a.m. in all lots, unless otherwise posted. This includes the TNRB and JFSB parking facilities.
- Attending BYU functions:
  - BYU guests may, while following the guidelines of the Parking Services Office, park travel trailers, campers, and motor homes in lot 37 west of the practice field. Overnight parking in this area must not exceed 5 days and should be avoided if possible. No dumping of solids or liquids will be permitted.
  - Lot 29 is officially used for overnight storage of BYU vehicles when needed. The overnight restriction, in Lot 29 and lot 37, applies only to non-BYU vehicles.
  - Instructors taking University sanctioned tour groups, field trips, etc., who need overnight parking for participants must contact the Parking Services Office to arrange for any overnight parking needs of the instructor or members of the group. Such parking may be granted as directed by the Parking Services Office.
- Overnight parking is allowed in Housing areas for residents and their guests.

SKATEBOARDING/ROLLER SKATING/BLADE SKATING/SCOOTERS:

- Use of Skateboards, longboards, Segway’s, roller skates, rollerblades, “razor” style scooters, and all other like or similar devices are prohibited anywhere on campus.
- Violators may be issued citations. Citations for this offense are for violation of a Provo City Ordinance and will be referred to Provo Circuit Court. (Provo City Code 9.32.170

AIRBORNE CONVEYANCES:

- Except in cases of emergencies, hot air balloons, parachutists, hang gliders, airplanes, or helicopters may not take off from, over-fly or land on campus without prior written approval from the Student Life Vice President or Chief of University Police.
- Upon approval, coordination must be made with the Parking Services Office, Grounds Department and the Safety Office.
- Exception: Operators of hot air balloons do not always have a choice as to where they fly or land due to weather conditions and fuel supply. If it becomes necessary to land on or fly over University property, the operator will contact University Police, attempt to stay away from the center of campus, and make every effort to avoid damaging persons or property or creating problems on the lawns/grounds.
- Operators needing to retrieve their balloons shall notify University Police. University Police will help the balloonist coordinate retrieval of the balloon with Grounds. Off-campus vehicles should not drive across campus grounds to retrieve balloons without prior notice and approval from University Police.

COURSES AND CONFERENCES PARTICIPANTS: Contact the hosting department for parking information.
SIDEWALKS/LAWNS:

- Operating motor vehicles on sidewalks and lawns is considered hazardous and is prohibited except for certain University-owned vehicles using designated sidewalk access areas.
- Special permission may be given for other vehicles to drive on campus sidewalks or lawns. This permission is given only upon prior contact with the University Police Parking Services Office and obtaining a permit for each specific use. Additionally, permission to drive on lawns must also be obtained from the Grounds Department.
- No vehicle may be driven on sidewalks in excess of walking speed (3 mph).
- Marked pedestrian walkways in parking lots shall be considered sidewalks.

SPEED LIMITS:

- Except as posted: the maximum speed limit on campus roads is 20 MPH
- The maximum speed limit in parking lots is 10 MPH.

MOTORCYCLE HEADLIGHTS: Motorcycles must be driven with headlights illuminated at all times.

TRAFFIC ACCIDENTS: All traffic accidents involving personal injury or property damage should be reported immediately to University Police at 422-2222.

GUEST LECTURERS AND OTHER BYU HOSTED GUESTS: Hosting departments should make advanced parking arrangements with the Parking Services Office.

PARKING IN STALLS: Vehicles must park within stall boundaries. Any vehicle parked in a buffer zone or at the end of a row will be issued a citation.

PARKING IN BUILDINGS: Parking in any building is prohibited unless authorized by the Fire Marshall, Safety Office, and the Parking Services Office. This includes motor vehicles, motorcycles, and bicycles.

BYU SERVICE VEHICLES: BYU's Maintenance service vehicles may park in any regular stall except for disability, nursery, dean/director/official, or other special use stalls. They may also park for unlimited time in time stalls with clock symbols and service stalls while doing actual service/repair/loading/unloading.

Service vehicles may not be parked in time or service stalls for extended time in order for employees to attend meetings, park closer to their offices, etc. University departmental vehicles (non-maintenance) may park in service stalls for short term parking only, not to exceed 30 minutes.

DISPLAYING VEHICLE FOR SALE: Private vehicles may not be displayed for sale on property owned or controlled by BYU or its sponsoring church institution.

SPECIAL EVENTS AND CONSTRUCTION: BYU reserves the right to restrict parking without prior notice due to Special Events or construction.
PARKING ON RESIDENTIAL STREETS WHEN ATTENDING CLASS OR FOR EMPLOYMENT: Students/faculty/staff attending classes or work should obtain BYU parking registration and park in appropriate university parking BYU lots. Parking on neighboring residential streets causes congestion and inconvenience and is discouraged.

REVOCATION OF DRIVING AND PARKING PRIVILEGES:
- Anyone receiving 7 or more citations in any 12 month period of time, whether paid or unpaid, may have his/her driving and parking privileges on BYU campus revoked.
- The person will be notified that his/her driving and parking privileges on BYU property have been revoked and will be allowed 7 days to request a hearing.
- Hearings will be before an impartial review committee. The purpose of the hearing is for the affected individual to show good cause why parking/driving privileges should not be revoked.
- The review committee constitutes the “court of last resort.” All appeals end with the decision made by the committee.
- The parking and driving ban restricts the banned individual and any motor vehicles belonging to them from driving and/or parking on BYU Campus for at least 12 months; including weekends and holidays. The ban also prohibits the banned individual from having their motor vehicle driven by another person on campus or the banned individual driving another person’s motor vehicle on campus.
- All parking privileges of the banned individual will be revoked.
- Revocations are permanent but are subject to review after 12 months if a request is made by the banned individual.
- Parking violations during the ban period are $300 per violation and vehicles may be impounded.

Anyone driving a motor vehicle on BYU property in a dangerous or hazardous manner, or without a valid driver's license, or without proper vehicle insurance coverage required by the State of Utah, or without proper and current state vehicle registration may have his/her driving and parking privileges on campus property revoked.

CLOSING OF CAMPUS ROADS: Campus roads will be closed for 24 hours on Christmas day every fifth year (2005, 2010, 2015, 2020 etc.) to preserve the University's private ownership rights of campus roads.

ENFORCEMENT SYSTEM

MISUSE OF PERMIT: Anyone misusing, altering, transferring a permit to an unauthorized vehicle, or failing to return a lost or stolen permit will be subject to the appropriate fine approved by the Traffic Committee (see Appendix A).

IMPOUNDMENT: BYU reserves the right to inspect, impound, or immobilize at the responsible party's expense, any vehicle registered or unregistered, with or without a license plate, whether parked properly or improperly in a restricted lot or unrestricted lot which:
- Violates these regulations, or
- Displays no current license plate or temporary registration, or
- Constitutes a hazard to the life or property of others, or
- Is parked illegally in a tow-away zone, or
- Has been abandoned (not moved or driven for 10 consecutive days), or
- Has received unresolved parking citations totaling $40 or more, or
- Has been banned from parking and/or driving on campus property, or
Is on display for sale.

Vehicles may be moved, inspected, impounded, or immobilized in emergency cases at BYU’s discretion.

**IMPOUND RELEASE PROCEDURE:**
- A vehicle impounded and stored on BYU property may be released to the responsible party when outstanding citations are cleared and fines are paid or billed to a University account.
- The responsible party must be positively identified before the vehicle is released and is responsible for the $20.00 impound fee.
- A vehicle impounded and stored off BYU campus will be released according to the requirements of the towing and storage company.

**FALL/WINTER ENFORCEMENT:**
- Beginning the first day of classes of each semester, term, or block, all restrictions will be enforced in "A" and "G" lots; including "no permit" and "wrong zone" violations.
- Fall semester: student registration will not be required in "Y" and "C" lots beginning the first day of classes through September 15th. Beginning the first class day on or after September 16th, citations will be issued in all lots for unregistered parking.
- Winter semester: student registration will not be required in "Y" and "C" lots beginning the first day of classes through January 15th. Beginning the first class day on or after January 16th, citations will be issued in all lots for unregistered parking.

**SPRING/SUMMER ENFORCEMENT:**
- From the day after April graduation to the day before fall semester begins, vehicles with current BYU registration, may park in any campus lots except "A" lots 1 through 17 and 51, which are enforced as usual.
- Visitor lots and time stalls are enforced as usual.
- To facilitate parents visiting their children, or attending sports camps, Lot 37 will not be enforced.

**FINALS, READING DAYS AND COMMENCEMENT:** Traffic and parking rules will be enforced during finals and reading days (including Saturdays, when applicable). During Commencement and convocations, lots 1 through 17 and 51 will be held for employees of the University. All other lots will be opened to the public.

**WEEK-END AND HOLIDAY ENFORCEMENT:**
- Disability stalls, red curbs, and loading zones are restricted at all times.
- Service stalls, official stalls, and other specialty stalls are enforced as posted.
- Signs that say “anytime” include Sundays and holidays.
- Other parking areas are not restricted to BYU registered vehicles on week-ends and University recognized holidays.

**ACADEMIC BREAK ENFORCEMENT:**
- "A" lots 1 through 17 and 51 will remain restricted to “A” permit holders during academic breaks—between the end of finals and the first day of classes of the new semester.
- Visitor and timed parking in lots 26 and 2 are enforced as usual.
- Parking in all other lots will be available to anyone on a first-come, first-served basis.
- All other regulations will be enforced (disability, service, official, red curb, out of stall, etc).

**LOADING ZONES:** Loading zones are for official University business only and for loading and unloading of heavy items. All others will park in regular stalls in lots for which they are authorized.

**SPECIAL PARKING/EVENTS REQUESTS:** Persons/Departments that are hosting a particular person or event for a university function may request special parking accommodations from the Parking Office by completing a “Conference/Special Parking Request From.” Forms are available at the Parking Office or can be sent electronically to the requester. Upon completion, fax the form to the Parking Office at 801-422-0679 at least two weeks in advance of the event.

**NEEDS NOT COVERED BY THIS POLICY:** If any person/department has a particular university need that doesn’t fit within this policy, contact the Parking Office to request special help for that specific situation.

**CLEARING CITATIONS**

**PAYING FINES:**
Fines paid within seven (7) calendar days of issuance will be reduced according to the attached schedule.
- Pay fines in person at the Parking Services Office (2021 JKB), Cashier's Office (D-155 ASB), or online at parking.byu.edu (citation information must be entered with the payment)
- Fines may also be mailed to the Parking Services Office (include your copy of the citation with payment).
- When paying in person, present the citation with the payment.
- The Cashier's Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- The Parking Services Office is open from 7:30 a.m. to 5:00 p.m., Monday through Friday.
- Students and employees with outstanding citations will be billed through Financial Services.

**CITATION APPEALS:**
- To dispute a traffic or parking citation, you may appeal online at parking.byu.edu, personally appear before a hearing officer at the Appeals Office (2021 JKB) between 9:00 a.m. and 4:00 p.m. Monday through Friday, or submit a written appeal (forms available at the Appeals Office).
  **Appeals must be made within 14 calendar days of the citation date.** (Official BYU holidays for full-time employees are excluded, semester breaks are not official BYU holidays.)
- You may submit a re-appeal of the citation after the Hearings Officer has issued a decision, in writing, by the penalty date listed on the payment slip given at the original appeal. Forms are available at the Appeals Office.
- The Review Committee may determine, in its sole discretion, to reinstate the full original fine, uphold the hearing officer's decision, adjust the fine, or dismiss the fine. The decision of the Review Committee is final.

**BICYCLE REGULATIONS**
- Bicycle regulations are in force 24 hours a day, 7 days a week.
- Bicycles should be licensed with a Utah County municipality before being operated or parked on campus.
- Provo City licenses are available at the BYU Parking Services Office or from the Provo City Center at a cost of $1.00 each. Provo licenses are valid for as long as the licensee owns the bike. Licenses should be attached to the frame—preferably below the seat.
- Bicycles may not be ridden on campus sidewalks during class breaks, nor may they be ridden at any other time or place when or where prohibited by posted signs or regulation. Police officers on bicycles are exempt from this regulation when performing official police duties.
- Bicycles must be parked in bicycle racks.
- Abandoned bicycles and bicycles parked in buildings, attached to railings, poles, or trees, or otherwise hampering BYU from maintaining grounds and facilities, creating a hazard, or hindering people access to buildings and facilities, will be impounded and an impound fee assessed. A bicycle is considered abandoned when it is parked for 10 days on campus property without authorization from the Parking Services Manager.
- When impounding locked bicycles, BYU maintains the right to cut locks, chains, or cables and will not be responsible for the cut items. Bicycle locks, cables, or chains may not be cut or removed without uniformed Police personnel present.
- Bicycles must be equipped with brakes and lighting equipment as required under Sections 41-6a-1113 and 41-6a-1114 of the Utah Code.
- Bicycle riders are subject to operating bicycles in accordance with these regulations and in accordance with state laws enumerated under Sections 41-6a-1102 through 41-6a-1114 of the Utah Code.

In summary bicycle riders must:

**ALWAYS**
* Park in bike racks
* Yield to pedestrians
* Be particularly alert for visually or hearing-impaired people
* Obey all traffic laws, signs, signals, and speed limits
* Ride with the flow of traffic
* Ride as close to the curb or edge of the roadway as possible
* Have at least one hand on the handlebars at all times
* Use hand signals to indicate turns
* Use a headlight and rear/side reflectors for night riding

**NEVER**
* Ride on sidewalks during class breaks
* Ride where prohibited by signs and markings
* Ride more than 2 abreast
* Carry more persons than the bicycle is designed for

**BYU FINE SCHEDULE:** Please refer to your citation for fine amount. Fines are significantly discounted for payment within the first seven (7) days after issuance, when payment is made on-line.