

# AO 27 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 04-03-01)

**CATEGORY:** FACILITIES  
**SECTION:** University Parking  
**SUBJECT:** Parking Rules and Regulations  
**EFFECTIVE DATE:** November 8, 2010 Revised  
**PAGE(S):** 3

## PROCEDURE

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### I. PURPOSE

To define the University Parking Permit application process, and to provide information about citations, appeals, lost permits, and updating parking information. For complete parking information refer to the parking website at [www.pts.pitt.edu](http://www.pts.pitt.edu).

### II. SCOPE

This procedure applies to faculty, staff, students, and affiliated personnel parking on University owned or leased property on or off the Pittsburgh Campus.

### III. ADMINISTRATIVE RESPONSIBILITIES

The Director of Parking, Transportation, and Services is responsible for establishing parking regulations, allocating spaces, and issuing parking permits.

### IV. PROCEDURE

#### Obtaining Faculty and Staff Parking Permits

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| Faculty/Staff Member | 1. Complete Parking/Waitlist Agreement ( <a href="http://www.pts.pitt.edu/parking/facstaff.html">http://www.pts.pitt.edu/parking/facstaff.html</a> ). |
|                      | 2. Determine method of payment.   |

**NOTE:** Payment by faculty and staff for parking permits will be made by monthly payroll deduction.

All others not eligible for payroll deduction must remit check or money order payable to the University of Pittsburgh or pay by credit card (MC, Visa, Discover) for a minimum of one term (4 months) during the first week of each term.

#### Changing Parking Information

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| Faculty/Staff Member | 1. Notify Parking Services of any change of permit holder's: <ol style="list-style-type: none"><li>a. name</li><li>b. campus address/email address/phone</li><li>c. vehicle</li><li>d. tag number</li></ol> |
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### Reporting Lost or Stolen Permits

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| Faculty/Staff Member | 1. | Report a lost or stolen permit immediately to Parking Services. A report must be filed with the Campus Police when a permit is reported stolen. |
|                      | 2. | There are fees for lost or stolen University property, including but not limited to permits, keys, access cards, and/or transmitters.           |
|                      | 3. | Any permit reported lost or stolen becomes invalid. If a lost or stolen permit is found, it must be returned to Parking Services.               |

### Canceling Faculty and Staff Parking Permits

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| Faculty/Staff Member | 1. | Regardless of method of payment; notify Parking Services of cancellation and return permit.<br><br><b>NOTE:</b> The parking permit payroll deduction is a current month deduction, i.e., the deduction in January is payment for January parking. In order to cancel charges for any month a permit is no longer needed, the permit must be returned to Parking Services by the third working day of the cancellation month. Any advance payments that were made will be refunded based upon the date the permit is received by Parking Services. |
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### Obtaining Commuter and Evening Student Parking Permits

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| Student | 1. | At the beginning of each term apply for a student parking permit by presenting the following at Parking Services:<br><br>a. vehicle registration card<br>b. valid University ID Card  |
|         | 2. | Present payment of the appropriate fee in cash, check payable to the University of Pittsburgh, by credit card (MC, Visa, Discover), or Panther Funds.<br><br><b>NOTE:</b> Student Parking Permits are issued on a first come, first served basis. |
|         | 3. | A separate brochure, Student Parking at Pitt, is available in Parking Services and on the website.  |

### Obtaining Resident Student Parking Permits

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| Student | 1. | The annual Arrival kit includes a parking application for resident students. Call Parking Services for details or check the website ( <a href="http://www.pts.pitt.edu">www.pts.pitt.edu</a> ). |
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### Appealing a Ticket

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| Appellant | 1. | Appeals must be received at Parking Services within ten days after ticket issuance. |
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2. Appeals may be submitted by fax, email, regular mail, or by phone. Check the website ([www.pts.pitt.edu](http://www.pts.pitt.edu)) for additional information.
3. Complete Parking Appeals form (Exhibit A) (<https://www.pts.pitt.edu/parking/tickets/appeal-form>), if mailing or faxing appeal. If using phone or email, please provide the requested information.

**V. EXHIBITS**

Exhibit A - Appeals Form (<https://www.pts.pitt.edu/parking/tickets/appeal-form>)

**VI. REFERENCES**

Policy 04-03-01, Parking Rules and Regulations

Traffic and Parking Ordinance

<https://www.pts.pitt.edu/sites/default/files/parking-ordinance.pdf>

Parking at Pitt Brochure

<https://www.pts.pitt.edu/sites/default/files/visitor-parkingmap.pdf>

Student Parking at Pitt Brochure

[https://www.pts.pitt.edu/sites/default/files/student\\_brochure\\_2019.pdf](https://www.pts.pitt.edu/sites/default/files/student_brochure_2019.pdf)

Bicycling at Pitt Brochure

<https://www.pts.pitt.edu/commuting/bicycling>