



Parking Policy

Number:	006	
Responsible University Office:	Department of Public Safety	
Issued (Originating Date):	August 15, 2016	
Last Revised:	July 1, 2025	
Policy Owner Review:	(Date)	
Cabinet Review:	(Date)	Signed: _____

SCOPE

This policy will apply to all Palm Beach Atlantic University (PBA) organizational units. It will be acknowledged and adhered to by any individual who operates any motorized vehicles on the University campus. These procedures apply to all registered and non-registered motorized vehicles on campus and will be enforced 24 hours a day, except where noted.

DEFINITIONS

Bicycle: For this policy's purposes, a bicycle will be deemed a vehicle.

Campus: All property in and around West Palm Beach, Florida, owned, controlled by agreement, or leased by Palm Beach Atlantic University.

Citation: A citation issued by the Department of Public Safety for violations related to specific sections of these policies.

Contractor: An individual, company, or firm which provides services or goods to Palm Beach Atlantic University.

Crosswalks: Any portion of a roadway distinctly indicated for pedestrian crossing by lines, other markings on the surface, a raised elevation of asphalt, brick, or concrete, or signage.

Department of Public Safety: Authorized department for enforcing parking regulations established by Palm Beach Atlantic University.

Employees: All administrators, faculty, and staff of Palm Beach Atlantic University.

Encroachment: Any vehicle that parks in a manner that places the vehicle's tire or body into the adjacent parking space.

Excessive Violations: Three or more citations (paid or unpaid) in a 6-month period.

Fire Lane: Any area specifically marked, striped, signed, or designated where parking vehicles is prohibited or any area in which a parked vehicle blocks direct and immediate access to a fire hydrant or firefighting apparatus.

Loading Zone: Any area designated by signs, bumper guards, or pavement marking that indicates use for loading and unloading.

Moped/Scooters: Any motorized two-wheeled vehicle capable of carrying a rider and is currently subject to Florida motor vehicle registration and licensing regulations.

Motorcycle: Any motorized two-wheeled or three-wheeled vehicle capable of carrying a rider is subject to Florida motor vehicle registration and licensing regulations.

Overdue Fines: Any citation that has not been paid, or its debt settled, fifteen days after issuance. Overdue citations may subject the vehicle owner to additional penalties, such as increased fines or an account hold.

Prima Facie: Sufficient to establish a fact or raise a presumption unless disproved or rebutted; at first sight, on first appearance, but subject to further evidence or information.

Registered Vehicle: Any vehicle registered with the Department of Public Safety and has been issued a parking decal to be affixed to the vehicle.

Repeat Offender: Anyone with five or more citations (paid or unpaid) within six months.

Reserved Lot: Any parking lot marked for a specific permit, permit type, user, or use.

Reserved Space: Any parking space marked for a specific permit, permit type, user, or use.

Scofflaw: Any vehicle identified with three or more unpaid citations.

Sidewalks: All walk paths along or by any street, highway, or roadway intended for pedestrian use and which lies between the curb line and lateral line of any street, highway, or roadway and the line at which the use of the property for a purpose other than pedestrian traffic ends.

Street, Highway, or Roadway: The entire width of a corridor designed or marked by proper authorities for vehicular traffic.

Student: Any person registered for classes with the University on a full-time, part-time, graduate, or other unique basis. This distinction does not include employees of PBA who are in full-time permanent positions and are taking classes.

University Holidays: Days deemed official University holidays. Holidays do not refer to days when classes are not in session, such as fall, winter, spring, and summer breaks.

Vehicles: All mechanical or motorized devices used to transport people or property on PBA campuses.

Vendors: Businesses and employees who sell or deliver services or goods to students, employees, or departments.

Visitors: Individuals not identified as employees or students.

POLICY STATEMENT

This policy will apply to all Palm Beach Atlantic University (PBA) organizational units. It will be acknowledged and adhered to by any individual who operates any motorized vehicles on the University campus. These procedures apply to all registered and non-registered motorized vehicles on campus and will be enforced 24 hours a day, except where noted.

POLICY DETAILS

To provide adequate parking and safe traffic conditions; to define parking areas and provide for their effective and convenient use; to limit all parking to those areas; to provide for the safe and smooth flow of traffic; and to always ensure access to all roadways and parking lots by emergency vehicles.

PROCEDURES

I. Authority

- A. The Chief of Public Safety or designee is responsible for the registration and regulation of parking of vehicles on property owned, controlled, or leased in whole or in part by PBA. The Chief will exercise discretion and authority to ensure proper and **effective use and control** of the available parking areas and facilities and the benefit and maximum convenience of visitors, students, and employees on the PBA campus.
- B. The Chief or designee retains the right to authorize or deny the **use of or closing of campus parking lots** and may suspend enforcement of parking regulations to allow for dedicated events on campus. Exceptions to regulation, temporary regulations, and enforcement suspensions are valid only as specified and will not be considered precedents for future situations.
- C. PBA assumes **no liability or responsibility** for damage to or theft of any vehicle parked or operated on the properties owned, controlled, or leased by PBA.
- D. The operator of any vehicle will obey the **lawful instruction of any law enforcement/public safety officer, parking control officer, traffic officer, and any official traffic signs or control devices** appropriately placed in accordance with the provisions of these regulations and Florida Statutes. Nothing in this policy will be deemed to prohibit authorized vehicles of PBA, its agents, any public utility company, or public safety department from access to establish and maintain streets, grounds, water supply, and utility lines. It violates University policy to drive or park a motor

vehicle on a sidewalk or grass unless such areas are designated for parking or driving or if a public safety issue exists.

E. Rules of Evidence: When a vehicle is found to violate this policy, it will be considered prima facie evidence that the vehicle was parked:

1. By the person who registered the vehicle as evidenced by the parking permit displayed on that vehicle, or
2. By the person on file as the vehicle's owner with the Florida Department of Highway Safety and Motor Vehicles or corresponding agencies of another state or nation.

II. Motorcycles, Scooters, Bicycles, Skateboards

A. Motorcycles: Motorcycles must display state license plates and a PBA parking permit to park on campus. PBA employees, students, vendors, contractors, or other entities with offices on the campus or other PBA leased or owned properties can request a parking permit.

B. Bicycles/Mopeds/Scooters: Bicycles, mopeds, or scooters are considered vehicles, and every rider of a bicycle, moped, or scooter on the PBA campus will be subject to the provisions of this policy with the modifications issued in this section. All bicycles, mopeds, or scooters operated, parked, or stored on the campus by an employee or student are required to be registered and display a permit.

1. Bicycles must be secured using a U-bolt type lock to their frame and a bike rack. Bicycles attached to trees, shrubs, plants, signs, poles, fire hydrants, etc., are subject to having locks cut and bicycles secured at the owner's expense. Any bicycle may be impounded if the bicycle appears to have been abandoned or creates a safety hazard.
2. Any bicycle may be impounded if the bicycle appears to have been abandoned or creates a safety hazard.
3. Mopeds and scooters must display state license plates and a PBA parking permit to park on campus. Mopeds or scooters parked on sidewalks, walking paths, adjacent to buildings, or inside of facilities other than exclusive areas designated for motorcycle/scooter parking, which include the first floor of the Dixie Garage, will be immobilized and or towed at the owner's expense.

C. Operators of motorcycles, bicycles, mopeds, and scooters must adhere to traffic control devices and rules of the road applicable to bicycles and motor vehicles under Florida Statutes.

D. Skateboarding or rollerblading is prohibited in all buildings on PBA property.

1. Skateboarding or rollerblading solely for transportation purposes (between buildings) is permissible under the following conditions:
 - a. Skaters must yield to all pedestrians and vehicles.
 - b. Skaters must not damage any property.
 - c. Skaters must travel at safe speeds.
 - d. Skaters must refrain from riding over or jumping steps or curbs and remain on smooth paved surfaces.

III. Permits

- A. The Department of Public Safety is the sole department authorized to issue any **parking permit** used for parking on PBA campus parking lots. Any permit issued by any other individual, department, or agency will not be recognized as a valid parking permit and will subject the vehicle to citations, immobilization, and towing.
- B. Parking permits, replacement permits, and temporary permits remain the property of PBA. They may **not be given, sold, or traded** to another person or placed on a vehicle other than the one to which the permit is registered.
- C. **Vehicle Registration**
 1. To receive a permit, all vehicle owners must register their vehicle through the designated permit portal found at pba.edu/parking.
 2. Required vehicle registration information includes registrant and contact information, vehicle make, model, year, license plate number, state of issuance, and the permanent home address of the registrant.
 3. Individuals and departments with permits must maintain current vehicle information with the Department of Public Safety.
 4. Individuals must register all vehicles that park on PBA property or designated PBA parking area and display their assigned decal appropriately.
 5. Vehicle owners are only authorized to register one vehicle per academic term.
 6. Drivers who bring a vehicle to campus must register that vehicle before any permit, including temporary/visitor permits, will be issued.
 7. Temporary permits are granted for extenuating circumstances.

8. Employees' permits expire annually unless otherwise stated by the Chief of Public Safety or noted during vehicle registration. Permits issued to students are valid for one semester.

D. Proper Display of Decals

1. University parking decals must be affixed to the lower corner of the driver's side of the rear windshield. These stickers should not be affixed to the front windshield.
2. All decals should be clearly visible and free from obstruction when properly parked. Decals are not to be placed atop other stickers, permits, or other decals to camouflage its appearance. Decals associated with expired permits are to be promptly removed.

IV. Parking Regulations

- A. Permit Requirement:** Vehicles must be parked in marked spaces. Vehicles must correctly display a current decal for the appropriate area where the vehicle is parked. Operators must follow the directions given by an officer or agent of PBA or signage at each entrance to the parking lot.
- B. Reserved Parking Spaces:** Certain parking spaces within parking lots are reserved for specific vehicles/persons. Those spaces are marked with white signage stating "Reserved," "Reserved For," "Visitor Parking," "Service Vehicle Only," or "Contractor Parking," a curb painted yellow and marked "Reserved," or a curb labeled "Reserved." Reserved spaces are reserved 24 hours, seven days a week, unless otherwise noted on adjacent signage.
1. **Disabled Persons Parking and Permits:** Community members with permanent or temporary disabled parking permits are authorized to park in disability-accessible spaces on the university properties with a valid PBA parking decal. Vehicles without a valid decal remain subject to citation, immobilization, tow, and related fees.
 2. Disability-accessible spaces are marked with blue signage and/or curbs painted blue or marked with a wheelchair insignia.
 3. **Guest Spaces:** The registration portal for employees requesting temporary parking spaces will be made available through a link on the Public Safety webpage.
 4. **Visitor Spaces:** The registration form for guests of the university property to register their vehicles is available in-person at the Public Safety office. Some fees may apply for any parking availability.
- C. Reserved Parking Lots:** Certain parking lots on campus are reserved for specific vehicles or people. Signage at the entrances to those lots identifies that those lots are reserved for groups or individuals. These spaces are reserved 24 hours, seven days a

week, which includes breaks and holidays. Unauthorized vehicles parked in these lots will be subject to citation, immobilization, tow, and related fees.

- 1. Lots Leased from Church Properties:** Family Church and Memorial Presbyterian Church have granted spaces in their parking lots to Palm Beach Atlantic University during specific hours:
 - a. Family Church East, Chadbourne:** Family Church has granted Palm Beach Atlantic University parking spaces during certain hours, defined as 7 a.m. to 10 p.m., Monday through Friday. This availability is subject to change if Family Church needs the area for a special event.
 - b. Memorial Presbyterian Church West, North:** Memorial Presbyterian Church has granted Palm Beach Atlantic University parking spaces during certain hours, defined as 7:30 a.m. to 5 p.m., Monday through Friday. This availability is subject to change if Memorial Presbyterian Church needs the area for a special event.
 - 2.** As these lots are not marked by Palm Beach Atlantic University, community members can reference these lots' parking permissions on maps available at the Department of Public Safety's office or access them online at pba.edu/parking.
- D. Lots/Areas Reserved for Events:** All vehicles must be removed from lots or areas when reserved for special events before the posted time. Vehicles in violation will be cited and may be towed at the owner's expense.
- E. Encroachment:** No vehicle shall be parked in a manner that causes it to occupy any portion of two or more parking spaces simultaneously.
- F. No Parking Area and Improper Uses of Parking Spaces:**
- 1.** Forward parking only: All drivers and employees must park their vehicles by pulling forward into parking spaces, facing the designated direction of travel. Backing into parking spaces is prohibited.
 - 2.** Exceptions to this policy may be granted in situations where specialized vehicles or equipment necessitate backing into parking spaces (e.g., delivery trucks, emergency response vehicles).
 - 3.** Parking will not be permitted on sidewalks, walkways, landscapes, and travel lanes or over pedestrian crosswalks.
 - 4.** Blocking dumpsters and unauthorized parking at loading docks and service spaces is prohibited.
 - 5.** Parking in a fire lane, fire access area, or obstructing fire and rescue access is prohibited.

6. Parking spaces on campus may not be used to post the sale of a vehicle, wash vehicles, or store vehicles unless authorized by the Department of Public Safety.
7. Vehicles may only use one parking space at a time. No trailers may be attached to a vehicle while parked on campus.
8. Storage units, trailers, jet skis, or boats may not be placed in parking spaces without the prior consent of the Department of Public Safety.
9. No space may be blocked, reserved, or closed to access unless authorized by the Department of Public Safety.
10. Access to the Dixie Parking Garage may be made only by using a swipe of the ID card activated for the individual with access, or as authorized by Public Safety officials. Any vehicle entering the Dixie Parking Garage by any other means is considered unauthorized and may be cited, immobilized, or towed.

G. Prohibited Use of Parking Lot/Facility without Prior Authorization from the Department of Public Safety:

1. Using campus parking facilities for any purpose other than for what they are intended, for mass distribution or posting of information in the form of flyers, or anything else put on vehicles parked on campus.
2. Advertising any article, commodity, service, or event.
3. Selling or offering for sale any article, commodity, or service except by those persons, firms, or corporations who are official selling agencies of the University.
4. Overnight or extended parking of campers, vans, buses, ext., utilized as living and sleeping quarters within campus boundaries, is not permitted unless approved by the Departments of Public Safety and Student Development.

H. Abandoned Vehicles: Any vehicle determined to be abandoned may be removed at the owner's expense.

I. Inoperable/disabled vehicles must be reported immediately to the Department of Public Safety and removed within 48 hours of the notification.

J. Inoperable or disabled vehicles left standing in driveways, driving lanes, tow lanes, blocking vehicles, or other no-parking areas are subject to be towed and fined.

K. Vehicle Immobilization (Booting):

1. Scenarios in which a vehicle is subject to immobilization:

- a. The vehicle does not have a valid PBA permit, or the vehicle owner is otherwise unknown,
 - b. The vehicle has three or more violations or fines that have not been paid, or the vehicle owner is identified as a repeat offender,
 - c. The vehicle is parked in an area that is unauthorized for parking, such as in landscaping or on a sidewalk,
 - d. At the discretion of the Chief of Public Safety or his designee in accordance with an active investigation.
2. Immobilization devices must be removed by the Department of Public Safety following the payment of the removal fee and all other outstanding fines and fees (i.e., citations, parking decals, etc.).
 3. The removal of the immobilization device by anyone except Public Safety personnel, regardless of the damage to the device or vehicle, shall double the total charge of the boot and citation(s).
 4. The owner or custodian of a booted vehicle may contest the immobilization. Submitting an appeal is not a substitute for payment of the immobilization fee.
 5. The immobilization fee shall not exceed \$75.00.

L. Vehicle Towing:

1. The decision to tow a vehicle from Palm Beach Atlantic University property is at the discretion of the university's parking enforcement personnel or authorized towing contractors. Only authorized towing contractors can tow vehicles from the university properties.
2. Any vehicle on Palm Beach Atlantic University property in violation of university parking regulations is subject to tow in accordance with University policy. Palm Beach Atlantic University reserves the right to cite and/or tow any motor vehicle, moped, motorcycle, or bicycle on campus grounds in violation of parking regulations. Situations that subject a vehicle to tow include, but are not limited to:
 - a. Parking in prohibited areas that affect health and safety (such as fire lanes or in front of a fire hydrant).
 - b. Parking illegally in a reserved or disability stall.
 - c. Vehicles which have accumulated unpaid citations or are not properly registered with the university.

- d. Vehicles that are parked in a reserved space without a valid permit.
- e. Vehicles that are parked in a no parking zone.
- f. Vehicles parked in a space not designated for vehicles.
- g. Abandoned vehicles.
- h. Vehicles that are blocking traffic.
- i. Vehicles that are involved in an accident.
- j. Vehicles that are being used for illegal purposes.
- k. Vehicles that are damaged or inoperable.

M. Suspension of Parking Privileges

1. At the discretion of the Chief of Public Safety or designee, individuals may have their parking privileges suspended for any violation, including but not limited to:
 - a. Consistently disregarding parking regulations and receiving multiple parking citations, identifying them as a repeat offender or scofflaw,
 - b. Unauthorized use, reproduction, alteration, or transfer of parking permits, stickers, or hangtags. Engaging in any fraudulent activities related to parking permits, such as forging permits or providing false information.
 - c. Intentional damage to a university parking facility, equipment, or other property.
 - d. Engaging in reckless driving behaviors, including excessive speeding, disregarding traffic signs or signals, or driving in a way that threatens pedestrians or other vehicles.
 - e. Engaging in aggressive or threatening behavior towards parking enforcement personnel, security staff, or other individuals involved in parking operations.

N. Damage to University Property: Any damage suffered due to negligent, careless, or reckless driving by an individual will result in disciplinary/enforcement action, as well as any charges or fees associated with the cost of procuring or restoring damaged items or property.

1. *Disciplinary Action* refers to the notification to the Student Accountability Office or Office of Human Resources.

2. *Enforcement Action* refers to the involvement of the City of West Palm Beach for a moving violation (traffic ticket) or criminal citation.

IV. **Parking Violations, Fines, and Appeals**

- A. PBA grants discretion to the Chief of Public Safety and his or her officers in issuing parking citations. The discretion shall be reasonable and based on the totality of the circumstances of the violation. The issuing officer's citation is final and shall not be appealed outside of the Appeal Process.
 1. The totality of the circumstances means considering the time of day, location of the violation, events on campus, circumstances, and reasonableness of the individual.
- B. **Citation Appeals**
 1. Any individual who receives a parking citation has the right to appeal that citation. The Citation Committee of PBA's Student Government renders the decisions on whether to grant or deny an appeal. The decision reached by the committee is final; there is no re-appeal process. When an appeal is submitted, the collection of fines process is not suspended during this time.
 - a. When an appeal is submitted, the collection of fines process for the related citations are suspended, until such time that the citation committee's decision has been posted.
 - b. If the appeal for a paid citation is granted, the account will be credited with a notation given on the transaction line.
 2. The Citation Committee shall meet at least once every two weeks throughout the academic year. Student Government shall determine a schedule of meetings.
 3. Appeals must be submitted online within fourteen days after the citation issuance. Appeals not submitted within those fourteen will not be accepted.
 4. Student Government shall produce a list of criteria or standards for appeals, and that list or standards shall be displayed on the appeal website.
- C. **Violation Fee Schedule:** The schedule of violation types and their related fees are to remain up to date on the Department of Public Safety parking website, available to the University community at pba.edu/parking.
- D. **Payment of Parking Permit Fees and Parking Fines:** Payment of fines shall be processed online by IPS Group. There is no other manner by which an employee or student can pay for a permit or citation. Payments will be made online via a link provided on the Public Safety webpage. They may be completed via American Express,

Discover, Visa, and MasterCard credit and debit cards, as well as electronic checks. Transaction fees apply for both permits and parking fines. PBA does not collect the transaction fees that the IPS Group charges.

- E. **Overdue Fines:** Failure on the part of a student to pay a fine within fifteen days of issuance will result in a *hold* being placed on the student's records. The student cannot register for upcoming classes until the debt is settled and the hold is subsequently released.

RESOURCES

Palm Beach Atlantic University Parking Guide, provided by the Department of Public Safety in-person at 1301 South Olive Avenue, or online at pba.edu/parking.

All resources are to be updated annually to reflect the availability of parking permit types, and the designation of parking areas on campus.

Adam Pina, Chief

Department of Public Safety