



Last Approved N/A  
Effective N/A  
Next Review N/A

Area Risk/Security/  
Envrnmntl Hlth &  
Safety  
(Procedures)  
Chief Or Responsible Office Parking and  
Transportation  
Services

## Parking Regulations (FY2026-2027)

Authority for Procedure granted by UWG Policy #6004, [Parking and Transportation Management](#).

The Chief Campus Services Officer, pursuant to the authority of University of West Georgia (UWG) Policy 6004, Parking and Transportation Management, establishes the following procedures for Parking Regulations.

The UWG [Parking and Transportation Services](#) Department establishes and follows these parking rules and regulations on all property owned or controlled by UWG. Parking and Transportation Services implements the University's parking plan and manages vehicle registration and parking permit authorization (license plate-based), lot Enforcement, ticket appeal, Immobilization and towing for various unsafe and illegal parking practices, and lot scheduling for special events.

The University is committed to providing adequate parking that aligns with the needs of the faculty, staff, and student body, while recognizing the limitations imposed by available land and financial resources.

Students (including those enrolled in fully online programs), faculty, staff, and Non-Affiliated Individuals (e.g., visitors, guests, vendors, and contractors) must abide by the Parking Regulations when parked on the University of West Georgia Campus, sites, and locations.

### A. Registration Procedures

UWG uses License Plate Recognition (LPR) for parking registration and Enforcement. A registered license plate serves as a parking permit. Hangtags or decals are not required except for limited operational or recognition purposes.

Temporary, rental, or borrowed vehicles must be registered prior to parking and may be registered for up to thirty (30) consecutive days unless otherwise approved. Vehicles displaying temporary tags must be registered and updated once a permanent plate is issued.

Registrants are responsible for keeping their vehicle information up to date. The person who registers a

vehicle is accountable for all parking activities associated with that license plate, including any citations issued. While multiple vehicles can be registered under a single account, only one Registered Vehicle may be parked on Campus at a time, unless additional authorization has been granted.

1. **Students, Faculty, and Staff:** All currently enrolled students, faculty, and staff must register their vehicles with [Parking and Transportation Services](#) if they intend to park on the Carrollton Campus and/or the UWG-Newnan site. Faculty and contracted employees who are employed for less than 30 days must register their vehicle and may receive temporary parking authorization at no cost during that period. Over 30 days, the employee will be automatically assessed for the required transportation fee through payroll deduction. Graduate assistants (GAs/GRAs/GTAs), student assistants (SAs), and Federal Work-Study Program (FWSP) students may not register as faculty/staff.

Vehicle registration must be completed through the Parking and Transportation Portal:

<https://westga.aimsparking.com>

2. **Contractors and Vendors:** Contractors and vendors must have their vehicle license plates registered with Parking and Transportation Services before parking on Campus. Authorization is license plate-based and enforced through LPR. Sponsoring departments or [Planning and Construction Services](#) may coordinate registration. Failure to register may result in Enforcement Action.
3. **Bicycles and Mopeds:** Bicycles and Mopeds brought to Campus by students or employees must be registered under separate requirements administered by Parking and Transportation Services and are not subject to LPR-based Enforcement. For more detailed information, visit the [Bike West](#) webpage.
4. **Special Recognition Permits (University Friend):** University Friend permits are recognition credentials only and are not the primary method of parking Enforcement. Vehicles displaying a University Friend permit must be registered with current license plate information. Parking authorization is license plate-based and subject to applicable regulations.

Individuals eligible for University Friend designation, including retirees, emeritus faculty and administrators, trustees, and other approved affiliates, may park in Faculty/Staff and Open Permit parking areas unless otherwise authorized.

Issuance, eligibility, and renewal are coordinated by the Division of [University Advancement](#) or the [Office of Human Resources](#) (OHR) in collaboration with Parking and Transportation Services.

## B. Fees for Faculty, Staff, & Students

All active faculty and staff pay an annual Parking and Transportation Fee. Enrolled students pay a fee per semester. [Parking and Transportation fees](#) support shared Campus parking and transportation infrastructure and services, including parking facilities, safety and accessibility improvements, and

Enforcement systems.

## C. License Plate Visibility & Parking Orientation

All vehicles must be parked with a clearly visible and legible license plate facing the driving lane. License plates must be properly mounted and unobstructed at all times.

**Pull-through and back-in parking are prohibited.** The *only exception* to this requirement is for vehicles displaying a university-issued, LPR-readable front plate. When properly mounted, displayed, and registered, the specialty front plate allows pull-through or back-in parking. The use of specialty front plates does not exempt the requirement to maintain accurate vehicle registration. Information on pricing and issuance of specialty front plates is available on the Parking and Transportation Services website.

## D. Visitor Parking

1. **Daily Visitors (AMP Park):** Pay-to-park spaces (AMP Park) are located throughout Campus and may be used by any member of the public or University Community for short-term parking. Vehicles parked without proper registration or payment may be cited and/or removed. For the latest rates and instructions, visit the Parking and Transportation Services website's [AMP Park](#) information page.
2. **ADA Parking for Visitors:** Visitors with ADA parking must display valid state-issued credentials and register their vehicle with Parking and Transportation Services for license plate recognition in the University's system. Unauthorized use of ADA spaces may result in Enforcement Action. For details, visit the [Parking and Transportation Services](#) website.
3. **Departmental Guest Parking:** University departments can request that Parking and Transportation Services set up a department account to send guest parking permit invitations via email. These permits are for Non-Affiliated visitors only and are valid for one to seven days. Parking is allowed in Open Permit and Faculty/Staff parking zones.
4. **Reserved Spaces for Events:** Event parking requests must be submitted through [Reserve West](#) and approved by the appropriate Dean or Vice President prior to Parking and Transportation Services review. Any associated fees are billed to the requesting department. Parking locations, timeframes, and Enforcement parameters may be limited based on event scope and operational needs.

## E. Accessibility Parking Requirements

By state law, the person to whom the state-issued Disability License Plate or Disability Placard is issued must be an occupant of the vehicle that displays the license plate or placard. UWG complies with the Americans with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

1. **Students, Faculty, and Staff:** Students, faculty, and staff who require ADA parking must register their accommodations with Parking and Transportation Services. To park in ADA spaces, a vehicle must display valid state-issued credentials and be linked to an approved ADA accommodation associated with the license plate by Parking and Transportation Services. Displaying a placard or plate is not sufficient for parking authorization. Vehicles with valid

credentials may receive citations if they are not properly registered.

2. **Temporary Accommodations (Students):** Temporary parking accommodations can be issued to students upon request from Accessibility Services or a doctor, with a maximum duration of 30 days per semester. Students who require continuing accommodation must contact Parking and Transportation Services at least five days before their temporary permit expires. Students issued a temporary accommodation permit are not allowed to park in ADA spaces; instead, they may only use faculty/staff zones outside their designated parking area.

## F. Regulations

Parking Regulations are in effect at all times. University Police may enforce Georgia law pursuant to O.C.G.A. § 40-1-1. Parking is at the driver's risk. The University is not responsible for damage to or loss of vehicles or contents.

Parking is prohibited in tow-away zones, emergency lanes, blocking access routes, fire hydrants, sidewalks, ADA ramps or curb cuts, on grass or athletic fields, or in posted restricted areas. Vehicles creating hazards or obstructing traffic may be subject to Enforcement Action. Parallel parking against traffic is prohibited.

Non-registered vehicles with four (4) or more unpaid citations may be immobilized or towed at the discretion of Parking and Transportation Services.

1. **Bicycles and Mopeds:** Bicycle and Moped parking is only allowed in designated bike racks on Campus. They should use bike lanes whenever available and must ride in the same direction as traffic on the streets. According to the State of Georgia, Bicycles and Mopeds are considered vehicles and have the same rights and responsibilities as motor vehicle drivers. For more detailed information, visit the [Bike West](#) webpage.
2. **Motorcycles:** Motorcycles must be registered and parked in standard vehicle parking spaces within authorized zones. Two Motorcycles may park in one standard parking space in the appropriate zone. Motorcycles are prohibited from operating on sidewalks, around parking control gates, or in gated areas.
3. **Electric Micromobility Devices:** Electric Micromobility Devices, including e-scooters, e-bikes, "one wheels," and similar low-speed devices, must be operated and parked in accordance with University regulations. These devices may not be operated in a manner that creates a safety hazard or obstructs pedestrian pathways, ADA access routes, or building entrances.

**To ensure a safe University Community, refrain from riding or parking scooters and Bicycles in buildings. E-scooters are strictly prohibited indoors, including for charging, due to fire hazards.**

Parking is restricted to designated Bicycle racks or approved areas. For more detailed information, visit the [Bike West](#) webpage.

4. **Electric Vehicle (EV) Charging Spaces:** Publicly accessible EV charging spaces are reserved for electric vehicles actively charging. Non-electric vehicles or EVs not connected to a charger are subject to citation and/or impoundment. Charging stations are owned and maintained by a third-party vendor; UWG is not responsible for maintenance, repairs, or payment processing.

5. **University Motorized Carts and utility vehicles:** Motorized Carts and utility vehicles operated on Campus must be approved by the University and may not block traffic, sidewalks, ADA access routes, or emergency access. These vehicles must comply with Parking & Transportation and [University Police](#) operational guidelines. Students and employees are not permitted to bring personal Motorized Carts to Campus.

Reports of observed issues should be directed to the University Police Department (UPD) or the department responsible for the cart operation, as applicable.

6. **University-Owned or Authorized Vehicles:** University-owned or university-authorized electric devices used by public safety, facilities, housing, or other authorized units may be operated on pedestrian walkways or brought inside buildings **only when necessary for official business.**
7. **University Service and Police/Emergency Vehicle Parking:** Service spaces are limited to use by university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business. Police and/or service vehicles may stop or park, irrespective of the parking regulations, while performing necessary official business. Service vehicles may not be left unattended, blocking a fire hydrant or traffic flow, or impeding access for persons with accessibility needs.
8. **Loading/Unloading:** Parking and Transportation Services may grant special loading and unloading parking permissions for short periods. Reserved spaces near Resident Halls may be used for loading/unloading by resident students only. The maximum time allowed for use of these spaces is 30 minutes. Violators will be ticketed and may be towed at the discretion of Parking and Transportation Services.
9. **Reserved Spaces:** Executive leadership spaces are individually designated by title or number. One reserved space may be assigned per eligible individual. ADA parking spaces may not be reserved. Reserved space assignments are reviewed and updated biannually.
10. **Inoperable, Oversized, and Overnight Vehicles:** Operators of inoperable vehicles must notify Parking and Transportation Services as soon as possible. Vehicles inoperable or in visible need of repair may remain on Campus for up to forty-eight (48) hours. After this period, vehicles may be towed at the owner's expense. Vehicles designed or used for living or sleeping (e.g., campers, vans, buses) may not be parked overnight or for extended periods on university property unless approved by the Chief Campus Services Officer.

Parking and Transportation Services may designate specific lots or areas as "No Overnight Parking" zones based on operational needs, safety considerations, or event use. These areas will be clearly identified by posted signage. Vehicles remaining in these areas during restricted hours may be subject to citation, immobilization, or towing at the owner's expense.

11. **Parallel parking:** Parallel parking against the traffic flow on the street is prohibited. Violators will be ticketed.
12. **Print Services Parking:** Parking is reserved for Print Services customers only while conducting business. Additionally, AMP spaces can be utilized in the Print Services lot.

# 1. Towing, Impoundments, & Vehicle Immobilization

## a. Vehicles

Vehicles in violation may be towed, impounded, or immobilized at the owner's expense. The registrant is responsible for all related fees. The University is not responsible for damage to or loss of vehicles or contents. Enforcement methods may include towing, booting, or other approved Immobilization methods based on safety and operational needs. A release form is required to retrieve an impounded vehicle and may be obtained from Parking and Transportation Services during normal business hours (8:00 a.m. – 5:00 p.m., Monday–Friday) or from University Police at (678) 839-6000 when Parking and Transportation Services is closed. Vehicles may be towed, impounded, or immobilized for reasons including, but not limited to:

- Non-registered vehicles with four or more unpaid parking fines.
- Parking in tow-away zones, blocking traffic, emergency lanes, fire hydrants, sidewalks, ADA ramps or curb cuts, or accessible parking spaces.
- Creating a safety hazard or in the interest of public safety.
- When a vehicle is presumed abandoned, or in a visible state of disrepair for more than forty-eight (48) hours, no contact can be made with the owner.
- Registered Vehicles with a documented history of repeated parking violations, where citations have not served as an effective deterrent.

## b. Unregistered and Abandoned Bicycles and Mopeds

Bicycles and Mopeds located on the UWG Campus that are not properly registered in accordance with UWG requirements may be subject to inspection and Enforcement Action. When a Bicycle or Moped is unregistered and/or appears to be abandoned, Parking and Transportation Services shall affix a written notice to the property requesting that the owner register the Bicycle or Moped with Parking and Transportation Services. If the Bicycle or Moped remains in the same location for a period of **seventy-two (72) hours** following the posting of such notice, Parking and Transportation Services may deem the property abandoned and impound it. Impounded Bicycles and Mopeds shall be stored by the University for a holding period of **thirty (30) days**. After the holding period, unclaimed Bicycles or Mopeds are disposed of at the discretion of the university in accordance with applicable institutional procedures. The University reserves the right to take immediate action, including removal and Impoundment, if a Bicycle or Moped poses a safety hazard, obstructs access, or is otherwise in violation of University regulations.

## G. Violations

The individual associated with a registered license plate is responsible for all parking violations involving that vehicle. Unregistered vehicles are subject to citation. Citations may be issued through License Plate Recognition (LPR) and/or through direct observation by the officer.

As an introductory compliance measure, Parking and Transportation Services may issue limited courtesy warning notices to unregistered vehicles during designated transition periods or at the beginning of a

term. Registered Vehicles are not eligible for courtesy warnings, as registrants acknowledge the Parking Regulations at the time of registration.

Failure to comply with parking authorizations, restrictions, or special permissions issued by Parking and Transportation Services may result in Enforcement Action.

A current table of fines and Enforcement Actions is published on the Parking and Transportation Services website's [Fines and Fees](#) page and is subject to change in accordance with university procedures.

## H. Color Coding, Parking Zones, Signs & Hours of Operation

All parking lots and zones are designated by posted signage at lot entrances and within parking areas indicating applicable restrictions. Some parking areas are reserved for special parking authorization only and are identified by signage. Reserved spaces are assigned at the discretion of the University President.

Parking areas may be temporarily restricted or closed for special events, maintenance, construction, or emergencies. Vehicles remaining in restricted areas after notice may be cited, relocated, or towed at the owner's expense.

Additional lot-specific restrictions, including "No Overnight Parking," may apply as indicated by posted signage.

Physical permits or credentials may be issued for limited operational or recognition purposes. Parking authorization remains license plate-based.

### 1. Parking Zone Colors:

- **Dark Blue– Residential:** Restricted 24/7 to Campus residents of The Oaks, Bowdon Hall, Arbor View Apartments, Center Point Suites, and University Suites.
- **Light Blue - Open Permit:** Available to any Registered Vehicle in accordance with posted signage.
- **Green - Faculty/Staff:** Restricted Monday-Friday 7:00 am - 4:00 pm. After restricted hours, Faculty/Staff zones become Open Permit except where otherwise posted.
- **Purple - The Village Resident:** Restricted 24/7 to residents of The Village housing complex.
- **Red - Commuter:** Restricted Monday-Friday 7:00 am - 4:00 pm for commuter students. After restricted hours, commuter zones become Open Permit except where otherwise posted.
- **Yellow - AMP Park:** Pay-to-park spaces available to the public and University Community in accordance with posted rates and instructions.

### 2. Residential UWG Employees & Housing Employee

## Parking Access

- a. **Faculty/Staff in University Housing:** UWG faculty and staff residing in University Housing must park in Resident and/or Open Permit zones in the housing area in which the employee resides. During their designated work hours, they may park in Faculty/Staff and/or Open Permit zones, in accordance with their registered parking privileges.
- b. **Housing and Residence Life Staff:** Individuals serving in [Housing and Residence Life](#) roles (e.g., Residence Life Coordinators or Residence Directors) may be granted additional parking access in restricted or residential areas as required for job duties. Such access must be authorized by Housing and Residence Life (HRL) and Parking and Transportation Services and is administered through license plate authorization in designated zones as indicated by posted signage.
- c. **Additional Household Occupants (Non-Affiliated):** Individuals residing with UWG Employees in University Housing (e.g., partners, spouses, dependents), as approved by Housing and Residence Life (HRL), who require parking on Campus, must contact Parking and Transportation Services to register their vehicle.

Parking privileges for additional household occupants are limited to the residential zone associated with the housing area in which they reside and Open Permit zones, unless otherwise authorized. Additional household occupants are not eligible to park in Faculty/Staff zones.

## Citation Issuance, Notification, & Payment Information

Citations for Registered Vehicles are issued electronically and delivered to the registrant's UWG email address. SMS notifications, when available, are optional courtesy alerts. Paper citations may be placed on unregistered vehicles at the time of Enforcement.

Failure to review electronic notifications does not constitute grounds for appeal. Registrants are responsible for maintaining accurate contact information in the Parking and Transportation Portal and monitoring their UWG email for parking-related notifications.

Students, Faculty, and Staff make payments through [Self-Service Banner](#) or at the Payment window at Aycock Hall (1<sup>st</sup> floor). Citation payments are not accepted through the Parking and Transportation Portal. More information can be found on the [Office of Student Accounts and Billing](#) website's [payment information](#) page. Holds are placed on UWG student accounts by the Office of Student Accounts and Billing Service until paid in full or otherwise resolved.

### I. Appeals Process

Appeals must be submitted through the [Parking and Transportation Portal](#) within fourteen (14) business days of the citation issue date. Appeals are document-only reviews.

The Parking Appeals Committee includes one student representative (serving as Student Judicial

Chairperson), one faculty member, and one staff member. All committee members are appointed by the Provost and Vice President for Student Affairs. No member of the Appeals Committee may be affiliated with Parking and Transportation Services or University Police, and no member may review or rule on an appeal in which they have a personal or professional Conflict of Interest.

In the event a faculty or staff committee position becomes vacant, the Provost shall appoint a replacement. If the vacancy is not filled within thirty (30) calendar days, the Vice President for Business and Finance, or their designee, may appoint a replacement to ensure continuity of the Appeals Committee's operations. Failure to appoint a replacement does not invalidate citations or appeal decisions.

The Appeals Judge is the Chief Campus Services Officer or their designee. The Appeals Judge is authorized to review appeals and to uphold, modify, or overturn decisions of the Parking Appeals Committee.

## 1. Appeals Adjudication

The Appeals Committee may recommend alternative adjudications (e.g., reduced fines, warnings, or educational remedies) based on the circumstances of the appeal; however, all alternative adjudication recommendations are subject to review and approval by the Appeals Judge. The decision of the Appeals Judge is final.

As part of an educational compliance initiative, the University may offer eligible students the option to complete an educational requirement in lieu of paying a parking fine ("Education/Forgiveness Option").

To be eligible, the student must first submit a formal appeal. If deemed eligible, the student may be offered the option to complete an educational activity within a specified timeframe. Successful completion of the educational requirement may result in a reduction or dismissal of the associated citation, in accordance with program guidelines.

The Education/Forgiveness Option is discretionary and may be limited by the type of violation and may be modified or discontinued by the University at any time.

## Definitions

**Bicycle** - a non-motorized vehicle with two or three wheels, a saddle, and fully operative pedals for human propulsion; includes Electric Assisted Bicycles.

**Campus** - UWG-owned or leased buildings, grounds, and property, including sidewalks and streets within campus boundaries.

**Conflict of Interest:** A Conflict of Interest arises when an employee is in a position to influence, either directly or indirectly, University business, research, or other decisions in ways that could lead to gain for the employee, the employee's family, or others to the detriment of the University's integrity and its mission of academic excellence, research, and public service.

**Electric Assisted Bicycle** - a bicycle with an electric motor to assist in the operation of pedals; for this procedure, Electric Assisted Bicycle will be used interchangeably with Bicycle.

**Electric Micromobility Device:** a small, lightweight electric-powered device or vehicle designed for individual transportation, including but not limited to E-scooters, E-bikes, “One wheels” or similar single-wheel electric boards, Hoverboards, Electric skateboards, or self-balancing electric devices.

**Enforcement Action:** citation, immobilization, towing, revocation of parking privileges.

**Immobilization:** Any University-approved method used to temporarily restrict the movement or operation of a vehicle, including wheel immobilization (“booting”) or other approved methods.

**License Plate Recognition (LPR):** An automated system used by the University to identify Registered Vehicles by scanning and matching license plates for parking authorization and Enforcement.

**Moped** - motor-driven cycle with an engine not exceeding 50 cubic centimeters (cc.).

**Motorcycle** - a motorized two or three wheel vehicle with an engine size of 50 cc. or greater.

**Motorized Cart** - a cart-type vehicle powered by an electric or internal-combustion engine generally used to transport people. These include, but are not limited to, golf carts, utility terrain vehicles (UTVs), low-speed vehicles (LSVs), and utility carts.

**Non-Affiliated Individual:** A person who is not currently enrolled as a student and is not employed by the University of West Georgia, including visitors, guests, contractors, vendors, and event attendees.

**Registered Vehicle:** A vehicle with current and accurate license plate information on file in the Parking and Transportation Portal and associated with an individual account.

**University Community:** (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities, including University departments, foundations, and registered University student organizations.

## Guidelines/Related material

### [Parking and Transportation Services website:](#)

- [Parking Portal](#)
- [Parking and Transportation Services FAQs](#)
- [Fees and Fines](#)
- [Bus Route Map](#)
- [Parking Zones Map](#)
- [Bike West](#)

## Approval Signatures

Step Description

Approver

Date