



Rules & Regulations

Statement of Policy

These Parking and Transportation Services (PTS) rules and regulations are published and enforced to facilitate safe and orderly operation. All rules and regulations are subject to enforcement 24 hours a day, 7 days a week, including break periods and holidays.

The University, as a matter of policy, recognizes that the automobile is necessary for transportation to and from the campus by most employees and many students. Therefore, the University is committed to providing adequate on-campus parking for all students, employees, and visitors.

Vehicles are to yield to pedestrians at all intersections and all other designated crosswalks.

The University is not responsible for theft or vandalism in University lots and Garages; parkers are urged to lock their vehicles at all times while parked on campus.

The University reserves the right to adjust permit zones, parking fees, fines and the withstanding regulations at any time.

General Regulations

1. These general regulations, which require the display of a valid USC parking permit, or a PTS approved alternative permit year around.
2. University parking and traffic restrictions are indicated by these regulations, signs, and street and curb markings. Parking or driving is prohibited on lawns, sidewalks, and grass areas; in construction areas; or where it will physically mar campus landscaping, create a safety hazard, interfere with the use of University facilities and operations, or hinder the free movement of traffic.
3. All students, employees, and non-affiliates operating motor vehicles on campus must register their vehicle, have a valid USC parking permit, and obey the Parking and Transportation Services (PTS) rules and regulations. Lack of knowledge or understanding of these regulations will not be accepted as a defense for violations. These regulations attempt to cover all instances of parking and traffic control in specific detail. However, interpretation of the intent of these regulations will be the responsibility of Parking & Transportation Services. The final interpretation of these regulations rests with the Board of Trustees or their designee.

4. A vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the permit to be valid.
5. The individual receiving a parking permit from Parking & Transportation Services (or the individual driving the vehicle if no permit is displayed) is held responsible for all violations by the specific vehicle. However, if the operator when a violation is committed, is not the registered owner, both individuals may be held responsible.
6. The University reserves the right to remove, impound, or immobilize (boot) illegally parked or abandoned vehicles, non-motor vehicles, bicycles, any vehicle on campus without a permit, with an unauthorized or altered parking permit, with no license plate, or any vehicle, non-motor vehicle or bicycle parked so as to constitute a hazard to the smooth flow of either pedestrian or vehicular traffic. The owner/operator shall be responsible for all costs involved in removing, impounding, immobilizing, and storing of such vehicles, non-motor vehicles, or bicycles. Neither the University nor its representatives will be liable for any damage that occurs during removal, impoundment, or immobilization thereof.
7. PTS and University Police personnel are authorized to remove a boot from a vehicle or non-motor vehicle; all other persons are unauthorized to do so. Only authorized personnel will remove a boot from a vehicle or non-motor vehicle. If the boot is damaged, destroyed, or stolen due to its unauthorized removal, the responsible party will be required to pay to PTS the current replacement value of the boot and will be subject to criminal prosecution and/or judicial review.

Permit Registration

8. Motor vehicles are defined as any vehicle that is self-propelled and in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices moved only by human power or used exclusively on stationary rails or tracks. Any individual (University student, University employee, employee of any federal or state agency, or other businesses or operations housed on campus by contract with USC) or anyone who operates a vehicle – regularly, occasionally, or temporarily – for the benefit or convenience of any such person, as well as anyone who is a visitor to campus, must register with Parking & Transportation Services within 48 hours after the vehicle is brought on campus. Boats and trailers parked on campus must also have a properly displayed permit. Parking spaces on campus are designed to meet the needs of the majority of the vehicles parked. Specialty or oversize vehicles (those exceeding 20 feet in length and/or 7 feet in width) may only park in special designated areas by special arrangement with Parking & Transportation Services.
9. To receive a permit, payment must be received. Prorated refunds, if any, may be provided to students, faculty and staff for permits that are returned.
10. Registration is done online for faculty, staff and students. The primary method of permit distribution will be by U.S. mail or directly from the parking sales office.

Faculty, staff, and students must maintain a current home mailing address with USC. Lost or misdirected mail is not the responsibility of Parking & Transportation Services. Non-affiliates with the exception of contractor/vendors may register in the Parking & Transportation Services Offices located at 411 Huger St. between 8:00 a.m. and 5:00 p.m., Monday through Friday. Contractor/Vendors must complete an online contractor permit request form and allow up to 48 hours approval by the Director of Parking & Transportation Services.

11. For students, giving the University incorrect information is a violation of the Code of Student Conduct and may result in the individual being banned from parking on campus.
12. The parking fee schedules for student parking permits is listed on Parking and Transportation's website,
https://sc.edu/about/offices_and_divisions/parking/index.php.
13. There will be a \$40 replacement cost for any permit that is lost or stolen.
14. The charge for any lost or unreturned parking access device will be \$30.
15. Employees may opt to have their parking payroll deductions paid with pre-tax dollars. Contact either Parking & Transportation Services or the Payroll Office to complete the necessary agreement.
16. To stop payroll deductions or to obtain a refund for any prepaid fees, all permits and parking access devices must be returned to Parking & Transportation Services. Any employee who terminates his or her employment must return any permits and/or parking access device. Failure to do so may result in any unpaid balances becoming due immediately.
17. For an employee to retain parking privileges during the renewal period, all accounts, including parking fees and/or fines, must be paid or cleared through an appeal. A permit will not be issued unless all parking fees, and/or fines have been paid/cleared. No exceptions.
18. A student or employee will receive one transferable permit (hangtag) that must be placed on the rearview mirror or face up on the dash of the vehicle(s) associated with the permit at time of purchase. All lost or stolen permits must be reported immediately. For students, failure to report the loss will be considered a violation of the Code of Student Conduct.
19. A permit conveys specific parking privileges to the individual to whom it is issued. These privileges are not in effect until the permit is properly displayed and can be clearly read from outside the vehicle. To be properly displayed, a permit must be hung from the rearview mirror with the front facing the windshield and unobstructed by any other object. It is also acceptable for the permit to be displayed on the windshield, on the passenger side of the vehicle. Additionally, parking privileges may not be used by or transferred to another individual who would not normally be entitled to them.
20. Misuse of a permit, obtaining a permit by fraud and use or possession of a lost or stolen permit are violations of these regulations. For students, this is also violation

of the Code of Student Conduct. Use or possession of a lost or stolen permit may result in fines, booting/towing, disciplinary action and/or criminal prosecution.

21. Operating or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three (3) or more citations for not having a valid permit may be booted and or towed and impounded by the University. An employee or student who receives three (3) or more citations may also be banned from parking on campus. Such students or employees may not operate a vehicle on campus until all tow charges, storage fees, traffic/parking fines, and permit fees have been paid.

ADA Registration

22. In order to park in authorized ADA/Handicap spaces on campus, students or employees with state-handicapped placards are required to register with the USC Parking & Transportation Services Offices (PTS). Individuals must complete the ADA Registration Form online or bring a copy of their handicapped placard (hangtag), driver's license or university ID, and registration paperwork in for verification. Once an ADA placard is registered to a vehicle, then PTS shall provide a sticker which should be immediately placed on the individual's USC parking permit. The sticker is intended to notify PTS personnel in the field that the vehicle has registered the ADA placard with the department. The sticker alone does not grant the vehicle the ability to park in accessible parking spaces, an ADA placard must also be displayed in the vehicle.

Violations

23. Parking and Transportation violations on campus will result in the issuance of parking citations; booting and/or towing and impoundment of the vehicle; and/or banning the individual from operating a vehicle on campus. In certain cases, a towable offense ticket and/or boot may be issued or used in lieu of towing if a tow truck is not available for impoundment when a violation occurs in a handicapped/disabled, reserved, or visitor space.

Citations

“Citations” are written for violations of Parking Regulations that are not violations of state law, including the following:

24. Failure to obtain a parking permit from Parking & Transportation Services and to properly display this permit on a vehicle parked on campus. Obtaining a permit within 48 hours after receipt of the first citation for no permit will cancel the ticket if the vehicle is parked in the proper zone and if the ticket is returned to Parking & Transportation Services. Receipt of three (3) or more “no permit” tickets for failure to park with a properly displayed permit may result in that vehicle being

booted/towed and impounded and the individual being banned from operating a vehicle on campus until all outstanding fines, other traffic-related charges, and the motor vehicle registration fee have been paid. If a student fails to obtain a parking permit for a vehicle operated on campus, this is also a violation of the Code of Student Conduct.

25. Parking, stopping, or standing in a space reserved for ADA (Accessible) or at a curb cut or ramp marked in blue or signed for wheelchairs.
26. Parking out of an individual's designated zone, as indicated on the permit. An open gate during the hours of zone parking is not an indication that an unauthorized vehicle may legally drive through or park in the gated lot. A student parking illegally in a gated lot is subject to being charged with a violation of the Code of Student Conduct.
27. Obtaining a permit by fraud or using a permit for other than its authorized purpose.
28. Parking, stopping, or standing in a fire lane marked with a red curb or parking, stopping, or standing at a red curb designating a fire hydrant; any use, parking, or storage of a motor vehicle that would cause the University to be in violation of Fire Marshal regulations; parking in such a way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot; parking in a service drive not marked for parking; parking, stopping or standing in a designated crosswalk; parking, stopping or standing at accessibility ramps and curb cuts; parking at a marked bus stop, in a designated loading zone, at any place marked "Tow Away," at a yellow curb or area, in a reserved space, or in a place marked "No Parking."
29. Failure to produce identification or to obey instructions or hand signals of a parking officer.
30. Failure to yield to a pedestrian in a marked crosswalk.
31. Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
32. Other violations, categorized as citations, include:
 - Overtime parking at meter and timed lots.
 - Failure to display a permit properly.
 - Parking against the flow of traffic on streets or in parking lots.
 - Backing into or pulling through a parking space.
 - Parking against the indicated parking direction for diagonal spaces (backing into an angled space).
 - Failure to park evenly between lines or parking more than one foot from the header or curb in diagonal parking.
 - Occupying more than one parking space.
 - Failure to register ADA placard or license plate with the parking office.
 - Careless driving at slow speed (e.g., backing into a fire hydrant, traffic sign, or light post).
 - Any hazardous parking or operation of a vehicle not specifically listed as a violation.

Appeals

All appeals should be submitted through the proper channels, to ensure they are reviewed. Appeals are heard by appointed USC staff and/or students. Appeals must be submitted online through the parking portal. All appeal decisions are final.

33. Appeals will be reviewed and ruled upon by a designated parking & transportation employee. If needed, a second level review will be done by a member of the appellant committee.
34. The appellant should provide any documentation that supports the claim. Examples of valid documentation- Receipt that the meter was paid while parked in the space or documents to show that you have a valid handicap placard/license plate that is issued to the individual.