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UNIVERSITY  
OF WYOMING

Transportation  
Services

# **PARKING REGULATIONS**

2023 - 2024

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## Transportation Services

The University of Wyoming's Transportation Services Department aims to create and maintain a safe and orderly campus environment for pedestrians and vehicle operators, while providing a range of parking and transportation services for people of all abilities. Transportation Services strives to deliver services that are reliable, safe, pleasant and flexible. Transportation Services also issues campus parking maps and permits, serves as a liaison to the University of Wyoming transit system to maintain the convenience of access between inner campus destinations and perimeter parking facilities and enforces the parking regulations throughout the year.

The 2023-2024 University of Wyoming Parking Regulations are written to clarify parking policies and procedures which apply to all individuals parking on the UW campus. Thank you for helping keep the University of Wyoming campus safe and accessible.

**Transportation Services**  
**1602 E. Spring Creek Dr. (Office Location)**  
**1000 E. University Ave., Dept 4313**  
**Laramie, WY 82071**  
**(307) 766-9800**  
**FAX: (307) 766-7845**  
**email: tps@uwyo.edu**

The Transportation Services office is open from 7:30 a.m. - 5:00 p.m. on university business days (7:30 a.m. - 4:30 p.m. during the summer) with free customer parking on the north side of the building. Should you have an emergency after business hours, notify the UW Police Department at 766-5179.

For more information visit the Transportation Services website: [www.uwyo.edu/tps](http://www.uwyo.edu/tps)

## PARKING ON CAMPUS

Parking Areas (*see fold-out map*)

- **Permit Lots:** Designated permit lots are located throughout campus. Vehicles parking in permit lots must display a valid University parking permit designated for that lot and clearly display the vehicle license plate from the driving lane that is connected to the LPR database. Visitors may purchase Day Permits at the Transportation Services office, at the

Wyoming Union (for an additional fee) or online. The fee for a Day Permit is \$7.00/ day.

- **Short-Term Paid Garage Parking:** Located on the lower level of the Ivinson Parking Garage at 11th and Ivinson St., short-term paid parking is monitored from 7:00 a.m. - 5:00 p.m. Monday through Friday at a fee of \$2.25/hour. Pay at payment kiosks or on the ParkMobile app. The short-term paid parking is available for use by anyone.
- **Metered Parking:** Metered parking is available throughout campus for short-term use at a fee of \$1.75/hour. Generally, meters are available for up to two hours at a time. Vehicles displaying any valid permit must still pay the meter.

Many parking meters on-campus now support the ParkMobile app for payment. Meters that support the ParkMobile will have a sign with the zone number.


- **Express Shuttle Lots:** The East Express Lot is located at 30<sup>th</sup> and Willett Drive. The South Express Lot is located at 15<sup>th</sup> and Spring Creek. The Express shuttle service provides easy access to campus from 6:30 a.m. - 6:30 p.m. on university business days (7:00 a.m. - 6:00 p.m. during the summer). Overnight parking is prohibited.
- **Purple Permit Parking:** Long-term parking for residence hall students is located along 30<sup>th</sup> Street between Willett and Armory Road. Off Armory Road is a second lot at the Little League complex. Shuttle service is available from 6:30am to 2:00am on weekdays and 10:00am to 2:00am on Saturday and 10:00am to 10:00pm on Sunday during the academic year.


Purple permit parking is not permitted in the Express Shuttle Lots. The long-term lot is not designated for storage of RV's, boats, and trailers. All vehicles parking in the long-term lot must have current license plate registration.

## Vehicles for Sale

It is prohibited to post any "For Sale" signs in vehicles on university property.



## **“ Accessible” Parking for Individuals with Disabilities**

Any student, faculty or staff with a temporary or permanent state disability placard is eligible to purchase a disability permit. A Disability permit, in conjunction with a valid state/city disability placard or disability license plate, allows a vehicle to park in “ accessible,” Gold, Brown, Orange, Red, Purple, or Green spaces. A state/city placard or proof of a disability license plate must be presented to Transportation Services as verification.

A Temporary Disability permit, in conjunction with a valid state/city disability placard or disability license plate, allows a vehicle to park in “ accessible,” Gold, Brown, Orange, Red, Purple, or Green spaces. A valid temporary state/city disability placard must be provided to Transportation Services when applying for this permit.

There is no charge for a Temporary Disability permit if a valid parking permit is currently held.

For short-term use, accessible parking for individuals with disabilities is available through one of the following options:

- A Day Permit, when used in conjunction with a state placard or disability license plate, will allow a vehicle to park in any “ accessible”, Gold, Brown, Orange, Red, Purple, or Green spaces or accessible meter space on a daily basis for \$7.00/day.
- Metered spaces for individuals with disabilities are located throughout campus. These metered spaces are marked with a universal disability symbol and require a displayed state placard or disability license plate. Meters cost \$1.75/hour.
- “ Accessible” parking for individuals with disabilities is also available at the Pay-by-the-Hour Garage Parking and the Express Shuttle Lots. The rate for the Pay-by-the-Hour Garage Parking is \$2.25/hr.

*Please note that some accessible spaces require both a state disability placard and a UW permit. This requirement will be noted on the sign at the parking space.*

## **Visitor Parking**

Visitors are always welcome at the University of Wyoming. Visitors to campus are encouraged to use any of the following options: Pay-by-the-Hour Garage Parking, metered parking, Express Shuttle Lots, or Day Permits.

## **Curb Parking**

Vehicles parked parallel to a curb must park in the same direction as the flow of traffic. Many residential areas around campus require city parking permits. Please contact the City Manager’s office for more information.

## **Motorcycle/Moped Parking**

Motorcycles and mopeds must have a Motorcycle permit to park on campus and must park in Motorcycle parking areas. Motorcycles and mopeds cannot park in bicycle racks or sidewalks on campus. Motorcycles and mopeds must have a valid license plate in order to register for a Motorcycle parking permit.

## **Timed Spaces and Loading/Unloading Zones**

Loading/unloading zones are 15 minute parking zones unless otherwise posted. All users of loading/unloading zones must abide by these limits.

There are timed spaces on campus that are typically used for short errands, pick-ups and deliveries. Time limits encourage patrons to move their vehicles to increase parking turnover. Timed parking can be used once per day and re-parking is not permitted.

You must call Transportation Services at 766-9800 to request permission to exceed time limits.

## **Snow Removal**

Overnight parking is not encouraged in Gold, Brown, Orange, and Red zones due to snow removal efforts before and after regular business hours. Please park at your own risk.

## **University, State and Federal Vehicles**

University, state, or federally-owned vehicles that do not qualify for a Service Vehicle permit must park in designated storage lots located west of the General Storage building located at 15<sup>th</sup> & Gibbon or in the Purple Zones at 30<sup>th</sup>

and East Armory Road. Vehicles in violation will be cited and fined accordingly. Please call the Transportation Services office for short-term parking solutions for university, state and federal vehicles.

### **Motorist Assistance**

In the event of an emergency or mechanical failure, please immediately notify Transportation Services at 766-9800 during university business hours or the University Police Department at 766-5179 after business hours. The owner or driver of the vehicle must arrange for the vehicle to be moved as soon as possible or as otherwise directed.

### **Special Circumstances**

Under certain circumstances, such as special campus events, Transportation Services, the University Parking & Traffic Advisory Group or the University Police Department may temporarily suspend parking requirements and permit designations.

### **Parking Restrictions**

We ask that you respect the UW campus and park only in spaces that are designated for vehicles. Safety precautions necessitate “No Parking” areas. Violators will be fined and vehicles are subject to being immobilized and/or towed at the owner’s expense. Restricted areas include, but may not be limited to:

- Yellow zones
- Service drives
- Marked pedestrian crosswalks
- Within 15 feet on either side of a fire hydrant
- Fire lanes
- “♿ Accessible” spaces unless proper permits are displayed
- “U” permit required parking spaces
- White striped loading areas
- Bicycle lanes
- Areas posted “No Parking” or “Reserved”
- Areas not specifically designated for parking (i.e. sidewalks, grass, etc.)
- Bus stops
- Unimproved lots/fields

Parking is permitted only in designated spaces. A parking space is delineated by lines on pavement or curb blocks. The lack of a “no parking” sign or yellow curb does not signify that parking is permitted in that area.

### **Reserved Departmental Spaces**

UW employees are prohibited from using reserved spaces unless permission is granted by Transportation Services.

## **PARKING POLICIES & PROCEDURES**

In order to avoid fines, all motorized vehicles parked on campus must display or hold a university parking permit unless parked at a metered space, in the Pay-By-The-Hour Garage Parking, in the Express Shuttle Lots.


### **Temporary Parking**

Temporary parking in restricted areas or permitted areas without a permit is not allowed. Operating flashers, leaving notes, or having someone waiting in or around vehicle is not allowed.

### **Parking Permits**

- Permits may be purchased from Transportation Services at 1602 E. Spring Creek Dr. or the Transportation Services website ([www.uwyo.edu/tps](http://www.uwyo.edu/tps)).
- A university parking permit allows vehicles to park in designated areas on campus.
- Parking permits are registered to vehicle license plates. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder or the vehicle driver.
- Permits are not transferable from one person to another.
- A parking permit is registered for use on up to three vehicles. Please report additions or changes of vehicle information immediately, failure to do so may result in a fine.
- A physical permit is valid only if it is properly displayed and entirely visible. Adhesive permits must be affixed to the passenger side, lower front corner of the windshield.
- Parking permits are the property of the University of Wyoming. Unauthorized use of a university parking permit may be prosecuted under Wyoming law. Parking permits can be revoked when circumstances are warranted.
- If you become eligible for a permit classification change, please report your

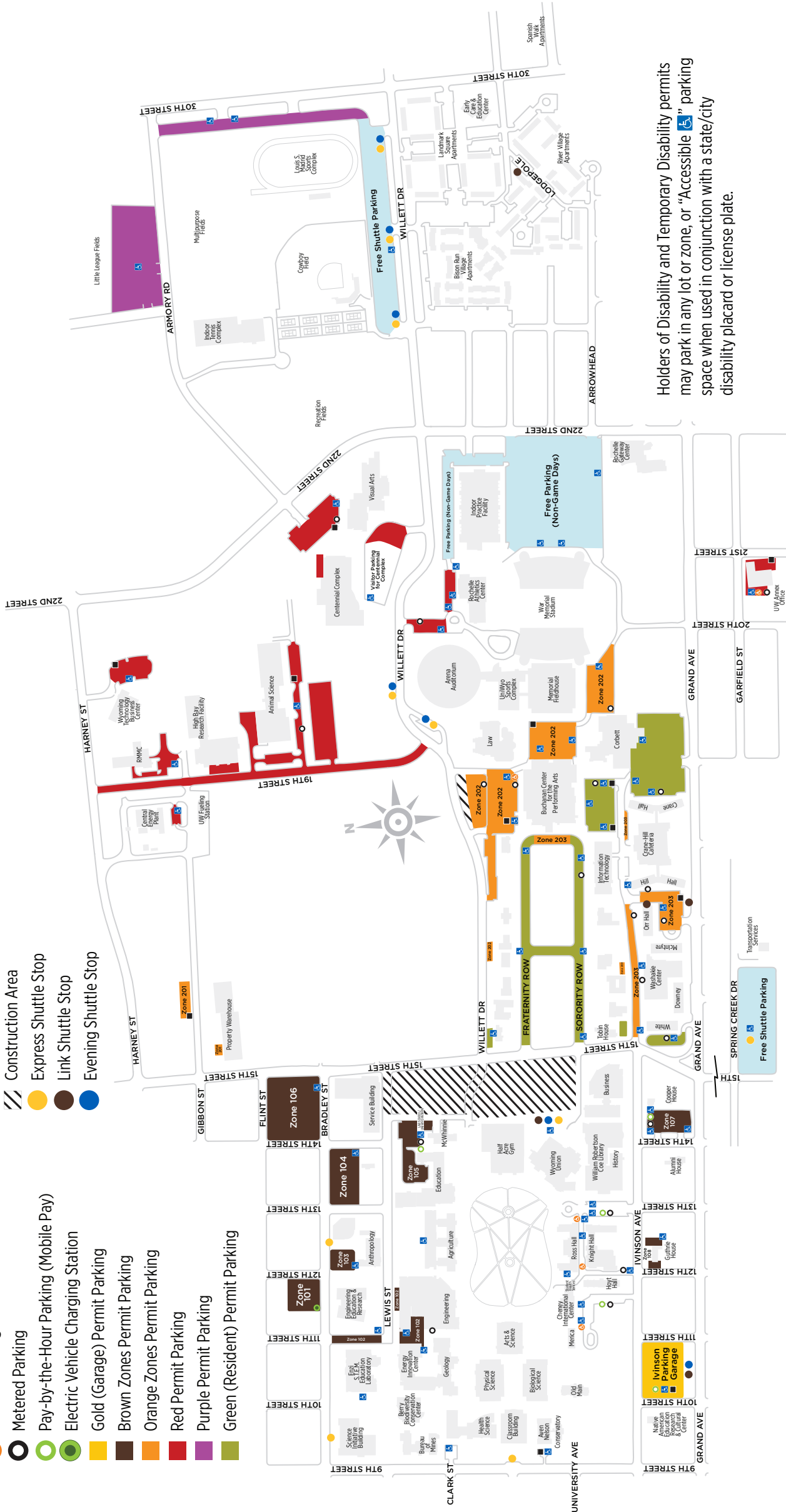
# 2023/2024 Permit Classification & Fees

PERMIT TYPE	DESCRIPTION	ANNUAL FEE Sept.-Aug.	SEMESTER FEE Fall OR Spring	SUMMER FEE June-Aug.
<b>GOLD+</b> Parking	Available to UW employees and affiliated agencies. Allows for parking in the Ivinson Parking Garage and the option to park down.	\$468.00	\$234.00	\$39.00/mo`
<b>GOLD</b> Parking Garage	Available to UW employees and affiliated agencies. Permit may be available to students on a limited basis.	\$354.00	\$177.00	\$29.50/mo
<b>BROWN</b> Parking Zones	Available to UW employees and affiliated agencies. Permit may be available to students on a limited basis.	\$294.00	\$147.00	\$24.50/mo
<b>ORANGE</b> Parking Zones	Available to UW employees and affiliated agencies. Additionally, Zone 202 is available to commuting students.	\$210.00	\$105.00	\$17.50/mo
<b>RED</b> Parking	Available to UW employees, affiliated agencies, and commuting students.	\$105.00	\$52.50	\$8.75/mo
<b>PURPLE</b> Parking	Available to UW employees, affiliated agencies, and all students. Shuttle service between Purple lots and residence halls is available daily while school is in session.	\$42.00	\$21.00	\$3.50/mo
<b>GREEN</b> Residential Student	Available to students living in the residence halls or Chapter housing.	\$324.00	\$162.00	\$27.00/mo
<b>ELECTRIC PLUG-IN</b>	Available to students living in the residence halls or Chapter housing. Provides reserved parking for electrical plug-in spaces (standard 110-volt outlet). Only 8 Permits available and must be purchased in conjunction with Green parking permit.	\$324.00	\$162.00	\$27.00/mo
<b>DISABILITY</b>	Available to individuals with a disability. (Holders of Disability permit may park in any Gold, Brown, Orange, Red, Green, or "Accessible  parking space when used in conjunction with a state/city disability placard or license plate.) Applicants must provide a copy of this placard to Transportation Services.	Please contact the Transportation Office to discuss pricing		
<b>TEMPORARY DISABILITY</b>	Available to individuals with a temporary disability. (Holders of Temporary Disability permit may park in any Gold, Brown, Orange, Red, Green, or "Accessible  parking space for the duration of the disability when used in conjunction with a state/city disability placard. FREE with purchase of a Gold, Brown, Orange, Red, Green permit. Applicants must provide a copy of this placard to Transportation Services.	Please contact the Transportation Office to discuss pricing		
<b>MOTORCYCLE</b>	Available to employees, affiliated agencies, or students riding plated motorcycles or mopeds. All other vehicles are considered automobiles. 50% off with purchase of an Gold, Brown, Orange, Red, Green, or Disability permit.	\$84.00	\$42.00	\$42.00
<b>VENDOR/ CONTRACTOR</b>	Available to campus contractors, off-campus vendors, delivery personnel or other commercial enterprises. Permit is valid in all Gold, Brown, Orange, Red, Purple, Green spaces.	\$525.00/year \$43.75/month		
<b>SERVICE VEHICLES</b>	Available to service vehicles (UW and non-university). Applications for the permit must be submitted to the Parking Advisory Group. Permit allows for a vehicle to be parked in Gold, Brown, Orange, Red, Purple, Green, "U" and in loading/unloading areas for short periods of time.	\$315.00/year for UW vehicles & \$525.00/year for non-University		
<b>DAY</b>	A Day Permit may be purchased at Transportation Office the Wyoming Union Information Desk, or online at <a href="http://www.uwoy.edu/tps">www.uwoy.edu/tps</a> . This permit also valid in disability spaces in conjunction with a state/city issued disability placard/license plate.	\$7.00/day, valid in Gold, Brown, Orange, Red, Purple, Green zones		



# UW PERMIT PARKING LOCATIONS

- Parking Areas for Individuals with Disabilities
- Metered Parking for Individuals with Disabilities
- Metered Parking
- Pay-by-the-Hour Parking (Mobile Pay)
- Electric Vehicle Charging Station
- Gold (Garage) Permit Parking
- Brown Zones Permit Parking
- Orange Zones Permit Parking
- Red Permit Parking
- Purple Permit Parking
- Green (Resident) Permit Parking
- Motorcycle Permit Parking
- Free Parking (no overnight parking)
- Construction Area
- Express Shuttle Stop
- Link Shuttle Stop
- Evening Shuttle Stop



Holders of Disability and Temporary Disability permits may park in any lot or zone, or "Accessible" parking space when used in conjunction with a state/city disability placard or license plate.

circumstances to Transportation Services within one week. Proof is required.

- Please report a change in address to Transportation Services within one week.
- Please report a lost, stolen or destroyed permit to Transportation Services or the University Police Department. Transportation Services can issue a replacement permit only after an affidavit form is completed and signed.
- University Board Retirees may obtain a Brown, Orange, Red or Purple permit, at the discretion of Transportation Services, free of charge with verification of retirement status and proof of registration.
- Monthly and lump sum payroll deductions are an available payment option for benefited faculty and staff. There are no refunds for payments made via payroll deductions. Payroll deductions are not accepted after the spring semester ends.
- The university will not be held responsible for any accident or theft involving vehicles while parked or operated on campus.
- Only one Gold, Brown, Orange, Red, Purple, Green, and Disability permit may be sold per eligible person.
- UW employees and students may not obtain or use a Contractor or Vendor permit.
- All permits except daily/event permits may not be purchased with an IDT (or other public fund source) or P-Card at any time. Funds used on parking and/or transportation are considered personal.
- Parking permits must be purchased by individuals and not by using affiliate or company funds.

## **Permit Refunds**

Annual permits may be returned for a pro-rated refund or cancellation of monthly payroll deductions through the second Friday in March. Semester, monthly and day permits are not eligible for refunds. Permits not returned will be invoiced to the departing employee. The balance of any fines owed to Transportation Services will be deducted from any refund due. There is a \$5 processing fee for all refund requests. Refunds cannot be issued for any deduction that has been taken out of an employee's paycheck.

## **Lost/Stolen Permits**

In the event a permit is lost or stolen, the

permit holder will be required to complete and sign a Lost/Stolen Permit Affidavit with Transportation Services stating the permit is no longer in the permit holder's possession. Permit replacement costs \$25 if lost or no charge if stolen. If a permit is stolen, customer must complete an affidavit and file a report with police.

## **Enforcement**

Unless otherwise indicated, parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, "♿ accessible" spaces, Service Vehicle spaces, reserved spaces, loading/unloading zones, motorcycle parking, and no parking areas. Metered parking, Green spaces, and Orange Zone 203 parking around the Residence Halls and Chapter houses are also enforced 24 hours a day, 7 days a week.

Fines for parking violations are due upon receipt and payable by the following methods:

- Online at [www.uwo.edu/tps](http://www.uwo.edu/tps)
- Mail payments to:  
*University of Wyoming  
Transportation Services  
1000 E. University Ave., Dept. 4313  
Laramie, WY 82071*
- Drop off payments to:  
*1602 E. Spring Creek Dr.*
- If using Campus Mail, send to  
Transportation Services

## **License Plate Recognition (LPR)**

Parking on campus is monitored through License Plate Recognition (LPR). LPR is a virtual permitting system that will allow for staffing efficiencies, lot monitoring, and better utilization and enforcement of parking lots.

A camera system is attached to Transportation Services vehicles. These cameras scan license plates when vehicles are parked on the University of Wyoming campus. License plates are then compared to the permit database.

License plates must be mounted to the vehicle as manufactured. Vehicles must park with mounted license plate directly adjacent to the drive lane allowing enforcement cameras to scan the license plate as the enforcement vehicle drives by. Placement of the license plate in the windshield (or window) does not meet requirements and will result in citations being issued. Only one vehicle per permit is



allowed on campus at a time.

**Data Collected**

The LPR system captures photos of observed vehicles with a photo of the vehicle and its immediate surroundings and a photo of the vehicle license plate. Along with the photographic data, LPR also records the global positioning system coordinates and date/time information of the observation.

**Use of Personal Data**

Personal Data collected by the LPR system may be used for:

- Parking management - such as parking lot utilization analyses and improving customer experience
- Parking enforcement - such as determining vehicle’s parking permit permissions, issuing and supporting the issuance of parking citations, processing responses to parking citations
- Safety & security - such as addressing immediate or on-going safety concerns, conducting specific investigations, and/ or cooperating with compulsory law enforcement investigations

**Sharing of Personal Data**

Personal data may be shared with third-party vendors (such as information technology and LPR solutions providers) for storage and processing of personal data. Personal data may also be shared to comply with a valid legal process, governmental request, or applicable law, rule or regulation. Personal data will not be sold or licensed to any third-parties for secondary commercial purposes.

**Retention**

Personal data collected through the LPR system that results in an enforcement action will be retained as needed. Personal data that does not result in an enforcement action may be retained for up to ninety (90) days.

**Access**

Access to records created or maintained by the LPR system is restricted to trained personnel performing their professional duties. Access to the system by others is prohibited.

**Fines/Fees**

Transportation Services would rather not give you a citation, so please be aware that

university parking regulations are enforced by Transportation Services which issues and revokes permits in accordance with these regulations. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder, the vehicle driver, or the registered owner.

Violation of university parking regulations will result in the following fines:

1. Fraud.....\$250.00  
 Fraud includes any of the following:
  - Displaying a previous citation, warning, or envelope
  - Reproducing or falsifying a permit
  - Use of a lost or stolen permit
  - Removing license plates and/or covering VIN and/or not displaying proper bill of sale
  - Providing false information to obtain a permit
  - Damaging, attempting to remove, or removing a boot
  - Resale or transfer of permit to an unauthorized person/vehicle.
  - Use of invalid parking permit
  - Fraud violations as defined above will become eligible for immediate immobilization
2. Parking in an “♿ accessible” space without a disability permit.....\$200.00
3. Parking in a fire lane.....\$150.00
4. Parking in a yellow zone.....\$50.00
5. Misuse of Permit / Multiple vehicles linked to permit on campus at the same time.....\$39.00
6. License plate not visible.....\$26.00
7. Parking in “No Parking” areas, including sidewalks and reserved spaces.....\$43.00
8. Failing to register vehicle.....\$39.00
9. No permit.....\$39.00
10. Failing to park in assigned area.....\$35.00
11. Failing to display permit properly.....\$26.00

- 12. Overtime violation on a meter or timed area.....\$26.00
- 13. All other violations.....\$26.00

**Bicycle Parking Violations:**

- 1. Not parked in designated parking area (major).....\$50.00
  - Parking in any way which represents a safety hazard, including but not limited to blocking any service drive, building entrance, driveway, bikeway, ramp, or locked to hand railings or any other passageway to which emergency equipment, wheelchair users, pedestrians or service equipment may need access.
- 2. Not parked in designated parking area (minor).....\$25.00
  - Parking on or locked to trees, plants, or other living objects, fences, posts, signs, trash receptacles, and light fixtures.

**Immobilization/Towing**

Violation of university parking regulations may result in vehicle immobilization. Fees for immobilizing and fines for unpaid citations must be paid in full prior to the release of the vehicle. Three or more unpaid citations or a fraud violation may result in immobilization of the vehicle at the registered owner’s or permit holder’s expense. In order to remove the immobilization device, the following fees will apply;

- 1. First offense.....\$125.00
  - + payment of unpaid parking fines
- 2. Second and future offense\*.....\$200.00
  - + payment of unpaid parking fines

*\*At the discretion of the university, violators may also lose parking privileges. Payments made when vehicle is immobilized must be made by cash or credit. Checks will not be accepted.  
 \*\*Any damage to immobilization device will be responsibility of vehicle owner.*

In some cases, violation of university parking regulations may result in tow and impound of vehicles. All parking fines for unpaid citations must be paid in full in order to have vehicle released by tow company. Vehicle release fees and hours of operation are at the discretion of the outside tow company.

**Collection and Payment of Fines**

- 1. Fines for parking violations are due upon receipt and payable by the following methods:
  - Access your account online at [www.uwyo.edu/tps](http://www.uwyo.edu/tps)
  - Mail payments to:  
*University of Wyoming  
 Transportation Services  
 1000 E. University Ave., Dept. 4313  
 Laramie, WY 82071*
  - Drop off payments to:  
*1602 E. Spring Creek Dr.*
  - If using Campus Mail, send to Transportation Services
- 2. A fine constitutes a debt owed to the university and is subject to collection procedures. Collection efforts may include, but are not limited to, payroll deduction, withholding of transcripts and denial of registration privileges, referral to collection agencies, immobilizing and/or towing the vehicle at the violator’s expense.
- 3. Willful or persistent violations may be grounds for revoking parking privileges.
- 4. Payments made when vehicle is immobilized must be made by cash or credit card. Checks will not be accepted.

**Hold**

- 1. A student failing to pay fees, charges, fines, penalties, deposits, or short-term loans as prescribed by Trustees of the University of Wyoming shall be denied copies of academic transcripts and/or diplomas until such fees, charges, fines, penalties, deposits, or short-term loans are paid in full.
- 2. Transportation Services may place holds on any student account associated with an outstanding balance. Holds are removed during the evening hours if payments are paid in full and processed prior to 6:00 p.m.

**Appeals Process**

UW Regulation 1-2, Sec. K has established a process for appeals to assist with parking citations deemed as unjustified.

1. Any person who receives a University parking citation may appeal the citation. Appeals can be submitted online or by completing appeal forms and submitting to the Transportation Services office. Please include a copy of the citation with the appeal. The appeal must be received within 30 days after the date of issuance of the citation. Appeals submitted after the 30 day deadline result in the forfeiture of the opportunity to appeal and payment of the citation is required. The appeal should present substantial and valid evidence that the parking violation was either not committed or that the violation occurred due to circumstances beyond the appellant's control. Appeals can be delivered to Transportation Services at 1602 E. Spring Creek Dr. or mailed to 1000 E. University Ave., Dept 4313, Laramie, WY 82071.
2. The Traffic Appeals Committee will grant, deny, reduce or table an appeal within 30 days of the date it is received and will send written notification to the appellant.
3. In order to contest the decision of the Traffic Appeals Committee, a second written appeal may be submitted that provides new and/or additional information for committee's consideration. Requests for personal appearances are granted at the discretion of the Traffic Appeals Committee.
4. Appeals that are denied or reduced must be paid within 10 days of the date of the letter advising the appellant of the decision of the Traffic Appeals Committee.
5. Appeals are strictly limited to two written and one oral appeal. An oral appeal is considered final and additional appeals will not be considered after an oral appeal is conducted.
6. Re-appeals, either written or an oral appeal request, must be received within 14 calendar days of original appeal decision date.

### **Frivolous Appeals**

The following appeal reasons are not legitimate grounds for an appeal and will not be granted:

- Don't agree with or are unfamiliar with

parking regulations

- Failure to see signed and marked parking areas
- Parking for a short amount of time, or just running in
- Late for class/meeting/appointment/interview
- There was no other place to park, couldn't find a space
- Inability to pay a citation
- "Someone" told me I could park there
- The lot was empty, wasn't taking space from anyone else
- Snow on the line/yellow zone/red curb, couldn't see line

### **Courtesy**

Transportation Services staff has an obligation to treat all customers with respect and dignity and to assist the campus community in regards to parking procedures, rules and regulations. Customers should treat Transportation Services staff in the same manner. No one likes to receive parking citations; however, that does not entitle students, employees or visitors to treat staff in a personally threatening or intimidating manner. Those in violation may be subject to sanctions via the Dean of Students Office or criminal prosecution from the University of Wyoming Police Department depending on the circumstances.

## **FREQUENTLY ASKED QUESTIONS**

### ***Why do I need a parking permit?***

Transportation Services at the University of Wyoming aims to provide parking on campus that is safe and convenient. Issuing valid permits for every vehicle in permit parking areas is a necessary part of regulating space and works toward creating a campus that allows for both pedestrian accessibility and vehicular safety. Thank you for abiding by the permit parking regulations.

### ***When is parking enforced?***

Parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, spaces marked by ♿ accessible, Service Vehicle parking, reserved parking, loading/unloading zones,

and motorcycle parking, Green Zones, Orange Zone 203, and metered parking around the Residence Halls and Greek housing. Other spaces are enforced on university business days, Monday through Friday, from 8:00 a.m. - 5:00 p.m. (4:30 p.m. during summer). Overnight parking in the Express Lots is enforced year-round.

### ***What if all the spaces are full?***

A parking permit does not guarantee the holder a specific parking space. It provides the opportunity to park within an area designated for a specific permit type. Drivers are responsible for finding an authorized parking space. Lack of available space, inclement weather or other conditions do not justify parking violations. Keep in mind the Express Shuttle lots and shuttle services.

### ***Is it okay if I park “here”?***

There are many areas on campus where it might appear that a car would fit, when in fact it is not a legal parking place. We are required, for safety reasons, to maintain specific widths in drive aisles. Parking stalls are generally designated with painted lines on either side, or in gravel lots there may be curb blocks or fencing creating the “edge” at the end of each row. Please park within designated parking stalls. When in doubt, please call Transportation Services at 766-9800 before you park.

### ***Do I have to buy a permit?***

No. Only those who wish to park in spaces or lots on campus spaces need to buy a permit. Short-term, long-term and day-use parking options are available as well as parking in the Express Shuttle Lots. The shuttle bus runs approximately every 10 minutes to and from campus.

### ***Are metered parking spaces and the Pay-By-The-Hour Garage Parking available to students?***

Yes. Metered parking spaces are located throughout campus. The cost is \$1.75/hour. The Pay-by-the-Hour Garage Parking is located at 11th and Iverson and is available for temporary paid parking from 7:00 a.m. - 5:00 p.m. The cost is \$2.25/hour.

### ***How does the Pay-by-the-Hour Garage Parking operate?***

The Pay-by-the-Hour Garage Parking is open Monday through Friday from 7:00 a.m. - 5:00 p.m. and is located at 11th and Iverson in the lower level of the Iverson Parking Garage. There are two pay kiosks where patrons can pay using license plate number. The rate for the Pay-by-the-Hour Garage Parking is \$2.25/hr. Please note that change cannot be given from the kiosks. If a kiosk is not functioning properly, notify Transportation Services immediately to help you avoid a citation and ensure the problem is fixed. In the event of a malfunction, the proper phone number will appear on the kiosk.

### ***How do I avoid getting a ticket?***

- Read all parking signs before you park.
- Refer to the color parking map in the Parking Regulations center foldout.
- Allow enough time to park and walk to your destination.
- Remember the allotted amount of time when you are parked at a meter.
- Consider parking away from central campus in the Express Shuttle Lot and riding the shuttle buses.
- If your vehicle experiences mechanical difficulty and you are parked illegally, please contact Transportation Services at 766-9800 to report the incident. Emergency flashers and notes on the dashboard do not authorize illegal parking.
- Special events and construction requirements may impact travel and parking on campus. Please check our website for updates: [www.uwyo.edu/tps](http://www.uwyo.edu/tps).
- Always call Transportation Services for current, correct answers to your parking questions.
- Mail payments to:  
*University of Wyoming  
Transportation Services  
1000 E. University Ave., Dept. 4313*

Laramie, WY 82071

- Drop off payments to:  
1602 E. Spring Creek Dr.

### ***How do I appeal a citation?***

Citations may be appealed online, or may be printed and mailed to the Transportation Services office. Online appeals and appeal forms can be located at [www.uwyo.edu/tps](http://www.uwyo.edu/tps). Citation appeal forms must be completed within 30 days of the date of the citation and may be sent to the address on the form or dropped by the Transportation Services office.


### ***How long is a parking permit valid?***

Permit holders can view their current permit expiration date by logging into the UW Parking Portal at [uwyo.edu/tps](http://uwyo.edu/tps).

### ***How do I obtain a Disability permit?***

Faculty, staff, and students with a permanent disability may buy a Disability permit from Transportation Services. A state placard or a disability license plate must be presented as disability verification. Disability permits are valid in Gold, Brown, Orange, Red, or Green spaces. Campus Brown, Orange, or Green, parking spaces that are marked with accessible are for vehicles properly displaying both a state placard or disability license plate AND a university Disability permit. Metered disability spaces must show a valid state placard.

### ***How do I obtain a Temporary Disability permit?***

Faculty, staff, and students with a temporary disability may buy a Temporary Disability permit. There is no charge for a Temporary Disability permit if you already have a valid parking permit. A temporary city or state placard must be provided when applying for a Temporary Disability permit. Temporary Disability permits are valid during the duration of the disability in any Gold, Brown, Orange, Red, or Green parking space or in an  accessible space marked for individuals with disabilities.

### ***What permit can I purchase if I am a student living on campus?***

Students living on campus, in either a residence hall or in an on-campus fraternity or sorority house, may buy a Resident (Green) permit, a Motorcycle permit, a Disability permit, or a Temporary Disability permit. Green permits cost \$324.00/year or \$162.00/semester and allow you to park in designated Green parking spaces. Motorcycle permits are \$84.00/year or \$42.00/semester (50% off with the purchase of a Green or Disability permit) and allow you to park in Motorcycle parking spaces.

### ***What happens to my Green permit if I move off campus during the year?***

A resident student who moves off campus during the course of the year may exchange a Green permit for another eligible permit if available. Note that there may be a price difference between permits.

### ***Where can I get more information?***

- Visit our website at [www.uwyo.edu/tps](http://www.uwyo.edu/tps).
- Call us at (307) 766-9800.
- Email us at [tps@uwyo.edu](mailto:tps@uwyo.edu).
- Transportation Services is located at 1602 E. Spring Creek Dr. and is open from 7:30 a.m. - 5:00 p.m. (7:30 a.m. - 4:30 p.m. during summer) on University business days with free customer parking on the north side of the building.
- Should you have an emergency after business hours, notify the UW Police Department at 766-5179.



Dept. 4313  
1000 E. University Ave,  
Laramie, WY 82071

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**1602 E. Spring Creek Dr.**  
**(307) 766-9800 • [tps@uwyo.edu](mailto:tps@uwyo.edu)**

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Individuals that are deaf, hard or hearing, or speech impaired may contact us at the above phone number through a relay service or by dialing 711. [www.wyomingrelay.com](http://www.wyomingrelay.com)