

# Parking and Transportation Services Manual (PTS)

## PTS 301: Parking Citations

Effective: 2/10/1956

Revised: 7/1/2024

### Purpose

To educate and correct, thereby encouraging compliance with the *ASU Parking Rules and Regulations*

### Sources

*Arizona Revised Statutes §§ 15–1627; 28–882*

*ASU Parking Rules and Regulations*

### Policy

Anyone parking a vehicle on university property in violation of any section of the *ASU Parking Rules and Regulations* is subject to citation and/or impoundment/towing.

Parking and Transportation Services (PTS) levies and collects all fines for parking violations in accordance with state law and university policy, including the provision of due process through a two-tiered appeal process.

PTS may increase the amount for certain citations to provide a deterrent to repeat offenders. A current accumulation schedule is available at the PTS Web [site](#). Various citations may not be appealed as they are fees for the cost of impoundment and/or storage.

### Individual Citation Responsibility

PTS makes the following reasonable presumptions:

1. The person(s) obtaining a valid ASU permit is responsible for all citations issued to each vehicle registered or displaying that permit.
2. If anyone with the same address as the registered owner(s) is determined to be associated with the university, then the person at that address is presumed to be the operator of the vehicle receiving a parking citation and is responsible for said citation.

and/or

3. The registered owner of a vehicle will be responsible for all citations issued to that vehicle if no other family member is determined to be associated with the university.

### Parking Violation Codes and Descriptions (See ASU [Parking Rules and Regulations](#))

Code	Description
1	Improper Parking

2	Reserved Stall Violation
3	ADA Violation
4	Emergency Lane Violation
5	Loading Zone Violation
6	Unauthorized Entry/Exit
7	Altered, /Counterfeit/Lost/Stolen Permit
8	Relocation Fee*
9	Daily Stored Fee
10	Exit Fine Parking Structure
11	Boot/Tow Warning *
12	Three-day Boot or Tow Warning*
13	Impound Fee*
14	Tow Storage Fee*

\*Note: Codes are warnings or pass through fees associated with the relocating/booting/impound process and may not be appealed as citations.

Code	Description
15/TDS	Tampering, Damaging or stealing university property

## Procedure

Responsibility	Action
Vehicle operators	1. Become familiar with and abide by the ASU <a href="#">Parking Rules and Regulations</a> , which include the updated violation codes.
Parking and Transportation Services (PTS)	2. Manage campus access by citing vehicles parked in violation of the ASU <i>Parking Rules and Regulations</i> .
Parking citation recipient	3. All citations are due upon receipt of the citation, even if the citation is being appealed within the appeal time frame. Payment may be made using the citation envelope issued with each citation, in person at any campus PTS office, or online.

PTS/Accounts Receivable	4. Take the steps necessary to collect unpaid citations, after due process has been provided. Late fees are added to unpaid citations. After 120 days delinquent, unpaid citations are eligible to be turned over to a collection's agency.
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## Definition

### Signed or signing

With respect to parking, means that vehicles must be parked **only** where spaces have been designated and within a legal parking space. The temporary absence of a sign or gate arm at the entrance of a parking area **does not** indicate free parking or the removal of the parking restrictions for that area. When restrictions are temporarily lifted or altered, PTS makes every attempt to post notices near the affected area(s) or to contact any affected ASU departments or personnel. Notices are also posted on the PTS Web [site](#).

## Cross-References

For information on bicycle/motorcycle regulations, see the *Police Department Policies and Procedures Manual*—[PDP 207-01](#), “Tempe Campus Transportation Code.”

For information on parking in a loading zone, see [PTS 302](#), “Loading Zones.”

For information on towing and impoundment of vehicles, see [PTS 303](#), “Towing of Illegally Parked Vehicles.”

For information on parking appeals, see the policies in [PTS 401](#), “Parking Citation Appeals.”

For information on motorist assistance services, see [PTS 701](#), “Motorist Assistance Program (MAP).”