

Parking and Transit Services Manual (PTS)

PTS 303: Towing of Illegally Parked Vehicles

Effective: 2/10/1956

Revised: 11/1/2024

Purpose

To provide guidelines for towing vehicles found parked on property owned or managed by ASU that are in violation of the *ASU Parking Rules and Regulations*

Sources

Arizona Revised Statutes §§ 15–1627; 28–1108

ASU Parking Rules and Regulations

Parking and Transit Services

Policy

A vehicle found in violation of the *ASU Parking Rules and Regulations* will be towed or “booted” at the owner’s expense when authorized by Parking and Transit Services.

Vehicles Subject to Being Booted or Towed Without Warning

A vehicle can be booted or towed with no warning issued as soon as PTS confirms one or more of the following violations or reasons:

1. displaying a lost, stolen, altered, or counterfeit permit
2. not displaying a license plate, vehicle identification number (VIN), or other form of identification, including intentional concealment of the VIN.
3. Tailgating. Unauthorized entry or exit into or out of a parking structure without the proper permit or avoiding payment.
4. parking in a closed or barricaded lot or removal of barricade equipment.
5. unauthorized parking in a reserved parking stall or area.
6. unauthorized parking on a campus mall, sidewalk or near a campus building
7. failure to move a vehicle during the seven business day payment or appeals grace period following a tow warning.
8. remaining 24 hours after being “booted” (*Arizona Revised Statutes* § 15–1627)
9. the vehicle has received a boot or tow warning and exceed \$300 in accrued parking fines beyond the warning period will be towed onsite or vehicles that have accumulated \$160 in parking fines and the registered owner is identified as not being affiliated with the university.
10. any vehicle that is impeding traffic flow or ingress/egress to any parking facility or otherwise creating a hazard as determined by PTS management

and/or
11. Parking and leaving a vehicle in a red emergency lane.

A dean's referral may be issued for a student who commits any of the above violations or repeat violations.

Vehicles Subject to Being Booted or Towed

A vehicle can be "booted" or towed for the following violations. If the vehicle is to be towed, one "boot tow" warning must have been issued before towing for the following violations:

1. having \$160 or more in unpaid parking citations or fines.
2. Parking and leaving a vehicle in a red emergency lane.

and/or
3. parking in a disabled parking stall without the proper permit.

Exception

This policy does not apply to vehicles seized by ASU Police Department officers as criminal evidence.

Procedure

Responsibility	Action
Parking and Transit Services (PTS)	1. Have the vehicle that has been found parked in violation of the ASU <i>Parking Rules and Regulations</i> "booted" and/or towed, in accordance with department policy.
Owner or operator of towed vehicle	2. Contact Parking and Transit Services Dispatch (480/965-0936) to arrange for payment of all citations and all associated charges including late and tow fees. Present a photo ID and proof of ownership and pay (credit card or cash only): <ol style="list-style-type: none">a. outstanding ASU debtb. towing fee and <ol style="list-style-type: none">c. vehicle storage charge, if applicable. Note: Citations and all associated charges must be paid before the vehicle will be released. Payment, if approved by PTS, may be made by a valid credit card(s) over the telephone.
PTS Dispatch	3. Verify vehicle ownership. 4. Receive payment and issue a receipt to the owner or operator. 5. Authorize the towing company to release the vehicle.
Owner or operator of towed vehicle	6. Reclaim the vehicle at the towing company by presenting the ASU payment receipt.

Definition

Booted

With respect to parking, means to disable a vehicle by attaching a vehicle immobilizer, commonly referred to as a “boot.”

Cross-References

For more information on parking citations and appeals, see:

1. [PTS 301](#), “Parking Citations”

and

2. the policies in [PTS 401](#), “Parking Citations Appeals.”