



University of Western States is dedicated to managing parking resources and facilitating access to the university campus. The office of parking and transportation is housed in the UWS campus store. For questions, email [parking@uws.edu](mailto:parking@uws.edu) or visit a campus store employee.

University of Western States monitors and enforces parking rules and regulations as described below.

### **I. Parking Enforcement**

Designated parking areas that require a parking permit are monitored between **7:00 a.m.** and **5:30 p.m.**, or other times when classes are in session.

Vehicles parked in an unauthorized space—such as those designated as accessible, patient, or faculty/staff parking—may be ticketed and fined, immobilized, and/or towed. Drivers engaging in unsafe driving may be ticketed and fined.

### **II. Designated Parking Areas**

- **Visitors:** Designated visitor parking spaces are reserved for campus visitors only, for up to 1 hour, and do not require a UWS parking permit.
- **Students:** Student parking is unmarked. A current UWS Student Parking permit is required to be displayed in the vehicle. Students may not park in spaces marked Faculty/Staff, Reserved, Visitor, Loading or Patient Parking at any time.
- **Employees:** Employee parking is designated for Faculty/Staff. A current UWS Employee parking permit is required to be displayed in the vehicle. Reserved spaces require a special permit. Employees may not park in Visitor, Loading or Clinic Parking at any time.
- **Accessible Parking:** Designated accessible parking spaces are for those vehicles with a valid placard. For temporary disabilities, a temporary designated parking pass may be requested from the office of student services.
- **Carpools:** Designated carpool parking spaces are reserved for use by vehicles displaying a carpool parking permit for two or more registered commuters. Two or more commuters must be in the vehicle when utilizing these spaces.
- **Motorcycle:** Motorcycle parking spaces are located at the southeast end of the staff/faculty lot and do not require a permit. Parking permits are required for motorcycles parked in any other designated parking area.
- **Bike:** Covered bicycle racks are located at the south side of the gymnasium building. Uncovered bicycle racks are available at numerous locations across campus.
- **Campus Health Center Parking:** Patient parking spaces are reserved for those individuals receiving care at the Campus Health Center and who are not otherwise required to have a UWS parking permit.
- **Parking of UWS student or staff vehicles is NOT allowed on neighborhood streets.** Vehicles may be ticketed and/or towed.
- **Residential Parking:** Residential parking permits may be requested and issued to students living within the UWS neighborhood's boundaries. Proof of residence is required. Email [parking@uws.edu](mailto:parking@uws.edu) to request more information.



### III. Bus Passes and Tickets

TriMet is the local public transportation system that runs both the TriMet bus system and the MAX trains. See [www.trimet.org](http://www.trimet.org) for additional information.

- **Monthly Passes:** Employees may be eligible for complimentary TriMet monthly passes. To qualify, an employee must commute via public transportation at least 4 days per week, declare “busing” on the UWS Commute Declaration form, and use no more than three (3) daily parking passes per month. Click here to view the [TriMet Monthly Pass Agreement Form](#).
- **Term Passes:** Students may be eligible for complimentary TriMet quarterly term pass stickers to affix to a valid UWS ID. To qualify, students must commute via public transportation at least 4 days per week, declare “busing” on the Commute Declaration form, have a valid UWS ID, and use no more than nine (9) daily parking passes per term. Term passes must be picked up at the UWS Campus Store within the first week of each quarter. Click here to view the [TriMet Term Pass Agreement Form](#).
- **Bus Tickets:** Students and employees may purchase discounted one-way bus tickets at the UWS Campus Store.

### IV. Commute Declaration

All students and employees must declare how they plan to commute to and from the campus.

- Employees complete an [Employee Commute Declaration](#). Any change in commute status must be communicated by the employee to the parking department. Parking fees are deducted from the employee’s paycheck.
- Students complete a [Student Commute Declaration](#) *each term* they are registered for courses on campus. A quarterly term permit fee is automatically charged to all on-campus students. Refunds of the parking permit fee may be issued to students completing the Commute Declaration by the end of the first week of the term in which an alternative method of transportation to campus is declared. Commute declarations submitted after the first week of the term may not qualify for permit refund.

Employees and students must immediately inform the office of parking and transportation of any changes in commute status. Commute declaration forms can be found on the [Parking and Transportation section of the UWS website](#).

### V. Parking Rules and Regulations

- **Permit Placement:** The parking permit or daily pass must hang from the rearview mirror with the permit number facing out of the vehicle’s front windshield. The vehicle may be ticketed if the permit is not visible.
- **Replacement Permits:** Replacements for lost/damaged permits maybe purchased in the UWS Campus Store.
- **Temporary/Daily Parking Passes:** Daily parking passes are available for purchase in the Library or Campus Store, limited to nine (9) per person for each request. The date of use must be written legibly on the daily pass with a black marker to avoid receiving a ticket.



- **Additional Rules and Regulations:**

- **BICYCLE RIDING ON CAMPUS SIDEWALKS IS PROHIBITED.** Bicycles must be walked on campus sidewalks to ensure safety. All wheeled modes of transportation, with the exception of FDA-approved medical devices, are prohibited on university sidewalks, stairs or other pedestrian or seating areas, as outlined in [Policy 1023 Pedestrian Safety](#).
- **Pets are not allowed on campus. Service animals are allowed in accordance with state and federal law.** Individuals who bring unauthorized animals to campus, including leaving animals in parked cars, may be ticketed and/or fined.
- **Vehicles may not be left on campus overnight.** The campus parking lot gates will be closed from 10:00 p.m. until 6:00 a.m. All vehicles must be removed from the campus during these hours.
- **Abandoned vehicles, vehicles with 5 or more outstanding tickets, or vehicles that pose any danger as determined by UWS personnel, may be towed at the owner's expense.** A vehicle that is left unattended for 48 hours will be deemed "abandoned".
- **Parking Permits are not transferable between parties.**
- **All parking is provided on a first-come, first-served basis.** Possession of a valid permit does not guarantee a parking space.
- **Absence of signage is not an authorization to park.** Parking is permitted in designated areas within the painted lines only. See [map](#) for authorized parking areas.
- **Vehicles operating on campus must adhere to all posted speed limits.**

University of Western States is not responsible for vehicle damage, theft, or theft of contents while vehicles are parked or operated on campus. Valuable property should not be left in parked vehicles.

## VI. Parking Tickets, Fines, and Appeals

Tickets with fines may be issued for violations. Below are some common violations. Fees associated with violations are listed on the [Parking and Transportation section of the university website](#).

- Parking on residential (non-UWS owned) street
- Parking in a designated and identified Disability Accessible parking space
- Speeding or other unsafe driving
- No valid and visible permit
- Parking in a prohibited area (staff, clinic, visitor)
- Altered permit
- Improperly parked
- Overnight parking

### Tickets and Appeals:

- Parking fines must be paid at the UWS Campus Store
- A ticket may be appealed by sending an email to [parking@uws.edu](mailto:parking@uws.edu). Appeals must be made within 10 business days of the date the ticket was issued.
- Outstanding student parking fines at the end of each term are charged to the student's account.
- Outstanding employee parking tickets and fines are referred to the office of human resources.



University of Western States reserves the right to ticket, tow, or immobilize vehicles parked on university property in violation of parking policy. All citations and expenses related to violations including towing or immobilizing vehicles will be the responsibility of the vehicle owner. Frequent violations or disregard for UWS parking rules may result in revocations of parking privileges.

**Related Policies:** [Policy 1023 Pedestrian Safety](#)  
[Policy 9001 Student Conduct](#)

**Related Documents:** [Employee Commute Declaration](#)  
[Student Commute Declaration](#)  
[TriMet Monthly Pass Agreement Form](#)  
[TriMet Term Pass Agreement Form](#)  
[UWS Parking Map](#)  
[UWS Parking and Transportation Website](#)

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