

PTS General Rules & Regulations

General Terms and Conditions: Receipt of a Parking Permit

- a. Parking on Georgia Tech's campus, outside metered spaces and paid visitor lots, requires a valid permit. Permits are issued to departments, employees, students, and visitors. Various types of permits such as annual, temporary, weekend, and visitor permits are available for those qualified. Permits are not transferable.
- b. Permit holders are responsible for any parking fees and fines issued to their registered vehicles. Outstanding parking fines or fees will be subject to collection upon identification and subsequent linking of vehicle to a customer account.
- c. On-line registration for an annual individual and annual carpool permit purchase can be made within the registration timeframe (between April 15 and June 15) at the PTS website.
- d. Permit purchases outside the registration timeframe or for other than annual permits can be made at the PTS Office, 828 West Peachtree Street NW, Atlanta, GA 30332-0441.

Authority to Issue

- a. PTS is the sole department authorized to issue any type of parking permit used for parking on the Georgia Tech campus.

Property

- a. Parking permits, replacement permits, temporary permits, or gate access cards remain the property of PTS and may not be given, sold, or transferred to another person or placed on a vehicle other than the one(s) for which the permit is registered.

Vehicle Registration

- a. Individuals and departments must provide current vehicle registration information before a permit will be issued.
- b. Vehicle registration information includes: registrant, make, model, year, license plate number and state of issue, and local address of registrant.
- c. Individuals and departments owning permits are responsible for maintaining current vehicle information with PTS. Individuals can maintain their vehicle information by accessing their "My Parking Account" at www.pts.gatech.edu.
- d. Individuals must register all vehicles that may park on campus and display their assigned permits.
- e. Carpool participants must register all vehicles that may use the assigned permit.
- f. Motorcycle/motor scooter/moped registration information must be provided with permit application.
- g. Employees and students, and visitors who bring a vehicle to campus must register that vehicle before any permit, including temporary, will be issued. In the event the vehicle is not associated with an employee or student outstanding parking fees and parking fines will be billed to the permit or vehicle registrant.
- h. Payment of Parking Permit Fees and Parking Fines must be paid by one of the following methods:
 1. Employees may use payroll deduction on a pre-tax basis for parking permits based upon the employee's benefits eligibility. Employees may pay by cash (in

- person), check, credit or debit card. Employees may pay their parking fines by cash or BuzzCard (in person), payroll deduction, check, credit, or debit card.
2. Student permit fees will be billed to their Bursar accounts. Students may pay their parking fines by cash or BuzzCard (in person), check, credit, or debit card.
 3. Departments may pay via PeopleSoft using the Interdepartmental process.
 4. Unpaid parking fines or fees owed by students will be billed to their Bursar accounts.
 5. Transcripts will not be released for students who have a financial obligation to the Institute.
 6. Vehicles with outstanding fines and fees are subject to immobilization (booting) and/or impoundment.

PTS Rates

- a. Parking and Transportation Rates are published annually on the PTS Web Site.

Returns and Refunds

- a. Refunds for returned annual Parking Permits will be prorated
- b. Refunds will not be issued after March 31.
- c. Refunds will not be issued if there are outstanding fines or fees.
- d. Refunds less than \$5.00 will not be processed
- e. Refunds are not issued for malfunctioning parking meters.

Proper Display of Permit

- a. Parking permits must be displayed facing outward on the rear view mirror of the vehicle. The entire permit must be clearly visible and cannot be obscured in any way.
- b. Adhesive permits for motorcycles, mopeds, motor scooters must be visible by Enforcement staff. Remove all expired motorcycle permits before affixing the new permit. Failure to properly affix the permit may result in a citation.

Permit Replacement

- a. In case of a lost, damaged or stolen permit, a replacement will be made at the posted replacement fee.
- b. If the reported lost or stolen permit is found in use on campus, the original holder may be subject to fines and loss of parking privileges if it is found the information provided was falsified.
- c. If a lost or stolen permit is found, it must be returned to PTS.
- d. Displaying and/or possession of a lost/stolen permit or gate opening card will result in parking fines, towing or immobilization of the vehicle and the loss of parking privileges for up to one year.

Transferring or Selling of Permits

- a. Parking permits remain the property of PTS and such parking permits and/or replacement permits may not be given, sold, or transferred to another person.
- b. Violation will result in a fine and/or loss of parking privileges for up to one year.

Counterfeiting or Altering of Permits

- a. Counterfeiting or altering permits will result in parking fines, towing or immobilization of the vehicle and/or loss of parking privileges for up to one year.

Presenting False Information

- a. Presenting, attempting to present, or conspiring to present information that an individual would have reason to believe is false, to any employee or agent of PTS for the purpose of obtaining an annual or temporary parking permit, retaining a parking permit, processing a petition/appeal for the purpose of deceiving any employee or agent may result in a fine and/or loss of parking privileges for up to one year.

General Rules: Responsibility

- a. GT assumes no liability for damage to vehicles parked on Institute- controlled property.
- b. GT is not responsible for any lost, stolen or damaged property.
- c. PTS has the right to reserve lots/decks for event parking or athletic events. Lots restricted for an event will be posted at the entrance to the lot, permit holders will be notified by email, and/or on the website at www.pts.gatech.edu
- d. PTS has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures and other alternate parking locations
- e. If your assigned lot is full or closed, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report to GT PTS that the assigned lot is full or closed and in what alternative space you parked via the **out-of-area request form at www.pts.gatech.edu**
- f. False reporting of Lot Full Alternate Parking may result in revocation of parking privileges or towing of vehicle(s).
- g. Parking permits are not valid in restricted areas such as fire lanes, meters, reserved stalls, motorcycle stalls, service vehicle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events. Permitted vehicles parked in visitor lots may be required to pay a fee.
- h. Department service stalls may not be used to store vehicles on campus.
- i. Failure to follow GT PTS rules and regulations may result in your parking privileges being revoked.
- j. All citations and other unpaid fees that are due to GT PTS must be paid prior to applying or accepting an annual permit assignment.
- k. PTS reserves the right to refuse a parking request based on the disruption to the campus.
- l. Specific rules may apply to certain permits. Check the section that specifically addresses each type of permit.
- m. Vehicles parked in violation of rules may be ticketed, booted and/or towed at the owner's expense.
- n. GT PTS follows the rules as established by the State of Georgia Motor Vehicles Laws and the BoR policies. Said laws and rules are incorporated herein.
- o. Parking in areas not specifically marked as parking stalls are considered no parking zones."

References:

Department Operating Rules and Regulations Manual
BoR Policies
State of Georgia Motor Vehicle Laws

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