PERMIT GUIDELINES

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• Make sure you are familiar with all UNA Permit Regulations. Visit page here: Permit Regulations.

• Persons to whom the parking permit is registered will be held responsible for all citations received by the vehicle for violation of parking regulations.

• The Transportation Services department is authorized to revoke the parking privileges of any person engaging in the below activities.

A. If an employee has children or relatives in school at UNA who drive a vehicle displaying an employee permit, the student must obtain and display a classified student permit and park in their designated parking area. Students who park vehicles in GREEN zones will be cited.

B. Any of the following violations will result in referral to the Office of Student Conduct for disciplinary action if a student is involved and referral to a supervisor if an employee is involved.

• Misuse of permit, theft of a permit or transferring permit from one person’s vehicle to another person’s vehicle for which no permit was issued.
• Giving false information on an application for a permit.
• Continual disregard for handicap or fire lane/hydrant violations.
• Failure to pay outstanding balances with the department of Transportation Services.
PERMIT DISPLAY

- Permit must be hanging from rearview mirror, facing front of vehicle.
- Permit numbers must be visible and legible from the front of the vehicle.
- Please make sure any items hanging from your mirror are placed behind the permit and are not obstructing any of the permit numbers.
- Any violation of permit display can result in citations.

**Other Display Options:**

- Any paper temporary permit may be visible from front of vehicle and may be displayed on dashboard face up or hung from mirror (if allowed).
- Vehicles UNABLE to display properly due to improper fit of permit on mirror: Recommend using velcro strips to secure permit facing forward on the Driver’s side lower left corner (or may lay on dashboard facing up and visible from front of vehicle)
PERMIT SPECIFIC VIOLATIONS

- **NO PERMIT DISPLAYED** – Your registered valid permit must be displayed at all times it is parked on campus. Any vehicle without a valid permit will be cited.
  - See *Temporary Permits* if you temporarily do not have your permit in vehicle.

- **IMPROPER PERMIT DISPLAY** – University permits must be displayed facing the front of the vehicle with the numbers facing out and the printed permit information must be visible from the front of the vehicle and not obstructed by any other items that are on the rearview mirror. Any permits found to be improperly display in any manner will be cited.

- **EXPIRED PERMIT** – University permits display an expiration date. The permit holder must verify their UNA Parking Portal information and obtain a new sticker to place over the expired during the 30 days up to expiration. Any owners failure to renew after expiration could result in citation until permit has been renewed.
TEMPORARY PARKING PERMITS

In the event that you find yourself on campus without your permit displayed, permit holders may print a Temporary Permit from your UNA Parking Portal HOME screen.

- Temporary Permits are acceptable for 48 hours after print date. After that time, the original permit should be recovered or a new permit should be purchased in office.
- Temporary Permits are **only** acceptable to be utilized by the permit holder and displayed on the owner's registered vehicle.
- In the event that your permit has been lost or stolen, a new hanging permit must be obtained at Transportation Services. Fines is $25 cash to replace.
- Use of temporary permit on a permanent basis may result in loss of permit privileges.

☑ Temporary Permits may be displayed on dashboard face up and visible from the front of the vehicle.

TRANSPORTATION SERVICES
256.765.4853
EMAIL: transportation@una.edu
WEB: www.una.edu/transportation
TYPES OF TEMPORARY PERMITS

- **STUDENTS/EMPLOYEES** – If you find yourself parking on campus without your permit, due to mechanical failure, loss, theft, or family use of the registered vehicle, please see Temporary Parking Permits (pg. 6) to find printing instructions and rules.

- **VISITORS** - It is recommended that visitors obtain a free temporary parking pass from the Transportation Services department even when parking in visitor lot. This will protect you from receiving any misjudged citations while on campus. You may request one in office or you may request a printable temporary permit via email at transportation@una.edu. Please list your name, contact number, dates of visit and note your affairs on campus.

- **HANDICAPPED** - Permanently handicapped persons are required to obtain a handicapped parking permit from the probate judge’s office from the county in which they reside. Persons who are temporarily disabled may obtain a temporary handicapped parking permit from the university transportation services department upon presentation of a written doctor’s request. A temporary handicapped permit will only be issued for the period of which the doctor states to be the expected period of disability. Should the disability remain after the expiration date, renewal of the permit must be made.
TYPES OF TEMPORARY PERMITS

✓ CONFERENCES, INSTITUTES AND MEETINGS – (10 or more attendees) Sponsoring Department/Office:
  • Responsible for contacting the building or department responsible for event reservation.
  • Request for printable Temporary Permits at transportation@una.edu (providing all details)
  • If Parking Monitoring or Barricaded Spaces are needed, please fill out form at https://www.una.edu/police/parking-request-form.html

✓ Visitors attending conferences, institutes, workshops and meetings will be provided temporary parking permits by the sponsoring department via email or at arrival.

✓ The VISITOR Lot at the Harrison Plaza entrance cannot be used for these larger events.