

PARKING PROGRAM  
FREQUENTLY ASKED QUESTIONS  
(FAQS)

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**1. Where can I register my vehicle in order to obtain a parking permit?**

Students and employees must register their vehicles online through myCampus to be eligible to obtain a parking permit. Visitors, vendors and contractors must apply for and obtain temporary parking permits from the Security Department at Penha House, on the St. Thomas Campus or at the Evans Center Room on the Albert A. Sheen Campus.

**2. How would I receive a permit and what documents do I need to have to receive a parking permit?**

Permits are issued at the Security Office after the online vehicle registration application has been completed and submitted. To receive a parking permit, an individual is required to provide originals of the following documents to the Security Department: UVI ID, driver's license, and DMV vehicle registration. Photocopies of these documents will not be accepted.

**3. Can two individuals register the same vehicle?**

Yes. Two individuals can register the same vehicle only when they have the same parking permit status. The objective is to authorize individuals to park on campus.

**4. How many permits can an individual receive?**

Only **one** permit will be issued per person. However, it is possible to register more than one vehicle on a single permit. However, only **one** vehicle can be operated on campus **at a time**.

**5. Are there timelines for registration?**

Yes. Students must register their vehicles during registration at the beginning of the fall semester or spring semester (for new or transfer students who have not attended in the fall). In the case of employees, annual registrations will occur in October of each fiscal year. New employees must register their vehicle upon commencement of employment with the University.

**6. What should I do if I lose my permit?**

Contact the Security Office immediately to report a permit that is lost or stolen. You will be notified if the permit is recovered. A replacement permit will be issued if the lost or stolen permit is not recovered.

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**7. Can I use a lost or stolen permit?**

No. It is a violation to use a lost or stolen permit. If you find a lost or stolen permit, return it to the Security Office immediately. Persons found in possession of a permit that was reported lost or stolen will be issued a citation. In addition, students will be reported to the Dean of Student Affairs for disciplinary action and employee infractions will be reported to the employee's supervisor.

**8. Does a parking permit guarantee a parking space on campus?**

A parking permit is an authorization to park on campus but does not guarantee a parking space on any lot. Parking in a designated area is based on the availability of parking spaces.

**9. How will designated parking affect handicap spaces?**

There will be no change in the requirements for parking in handicapped spaces. Handicap parking spaces are provided in accordance with ADA guidelines and regulations.

**10. Does UVI issue handicapped permits?**

No. Handicapped placards are issued through the Virgin Islands Police Department (VIPD). Handicapped drivers will need to obtain a valid handicapped placard to park on campus.

**11. What do I do if I receive a ticket?**

All fines for parking violations are due upon assessment. If a ticket is issued after normal business hours or on a weekend, the payment of the fine is due upon the first business day following the issuance of the ticket. Students with outstanding tickets that have not been paid within three (3) business days will be issued a reminder of the outstanding fine(s). Fines outstanding after five (5) business days will be charged to the student's accounts and a hold placed on her/his account.

A reminder notice will be issued to employees with outstanding tickets that have not been paid within three (3) business days. A second notice will be sent to employees with fines outstanding after five (5) business days and a copy placed in their employment file. Employees whose outstanding tickets have become delinquent for more than thirty days may be subject to wage garnishment.

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**12. Can payment of a ticket be deferred if I appeal the issuance of a ticket?**

No. All fines are due upon assessment. Upon the resolution of an appeal, if the resolution is favorable for the violator, then a refund will be issued.

**13. Will employees be penalized for parking in non-parking areas (grass, sidewalks; ramps, loading/unloading zones, etc.)?**

Cars parked in illegal parking spaces will be cited and/or ticketed.

**14. Will I be penalized for parking in open spaces?**

No. All permit types are allowed to park in designated open lots. Open lots will be used to accommodate individuals who cannot find a legal parking space in their assigned or permitted parking areas.

**15. Will vehicles be booted?**

Vehicles may be immobilized (booted) for parking violations or infractions outlined in the parking policy. The UVI Security Department will immobilize (boot) vehicles for which three or more parking violations have been issued.

**16. Can my parking permit be cancelled?**

Yes. Permits may be cancelled if the permit is expired, lost or stolen. Additionally, permits may be cancelled in the event of repeated parking violations.

**17. Can I give my parking permit to a friend or family member?**

No. Parking permits may not be transferred to another individual.

**18. Will visitors be accommodated under this parking plan?**

Yes. There are specific lots designated for visitor parking. Visitors will be issued temporary parking permits for a specified duration.

**19. Can a conference/workshop participant park on campus?**

Yes. Conference attendees can park in open parking lot/areas. On occasion, there may be a need to temporarily convert designated lots to accommodate parking for conference events on campus. When this occurs, notification will be given at least 24 hours in advance of the conversion.

**20. Will parking be allowed during community Town-Hall meetings?**

Yes. Open parking will be allowed for a specific time period in designated parking lots to accommodate participants attending town-hall meetings.