

NUMBER: VMPS 1.00 (Formerly LESA 2.00)  
SECTION: Vehicle Management and Parking Services  
SUBJECT: Motor Vehicle Registration  
DATE: November 1, 2006  
REVISED: October 15, 2010  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: William T. Moore  
Issued by: Vehicle Management and Parking Services

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## I. Policy

The purpose of this policy is to establish a system for the accounting of all vehicles utilizing University parking facilities.

- A. All persons who use University parking facilities other than metered spaces must register their vehicle with Vehicle Management and Parking Services (VMPS) and have a valid permit properly displayed.
- B. A parking permit gives a holder the privilege of parking on campus, but does not guarantee the holder a parking space unless so specified. Campus parking is first come, first served in the areas in which the permit is valid unless otherwise specified.
- C. Regulations apply to drivers of all vehicles, whether public or private, and are enforced 24 hours a day unless otherwise provided in the regulations.

## II. Procedure

- A. Motor vehicles may be registered at the beginning of each academic year. Motor vehicles acquired after the beginning of the academic year may be registered at the VMPS office during regular University hours Monday through Friday.
- B. Rules and Regulations Governing Faculty and Staff  
Faculty and staff members who are permanent full time employees of the University are eligible for permanent parking permits.
  - 1. Permits may be obtained during regular University hours, Monday through Friday, at the VMPS office.

2. Faculty and staff parking is permitted only in the zone for which the permit is issued, from 8:00 a.m. to 2:00 p.m. Monday through Friday. After 2:00 p.m., parking is permitted in any faculty/staff zone unless otherwise prohibited by signs or markings.
3. A faculty or staff member may obtain a permit for no more than one four wheel vehicle. A faculty/staff member who provides a motor vehicle for use by a son, daughter or spouse who is a student will be required to have the appropriate student permit (S, CS or GS) on the vehicle. Those vehicles must be registered in accordance with the regulations governing student motor vehicle regulations.
4. Faculty and/or staff members who drive a replacement vehicle instead of a registered vehicle may temporarily transfer their permit to the substitute vehicle. If the registered vehicle is to be permanently replaced, VMPS must be notified. Persons who fail to transfer their parking permit may obtain a temporary permit from VMPS. Temporary permits may be obtained during regular University hours, Monday through Friday. Temporary parking permits of this type may not be issued for more than 30 days.
5. Faculty and staff with outstanding parking violations are subject to having their vehicle towed and parking privileges revoked. They will not be issued parking permits during the annual registration period.
6. Faculty and staff currently employed with 25 years of continuous University employment are eligible for an "H" permit. This permit allows the holder to park in any faculty/staff lot on campus at any time of day.

#### C. Parking Permits for Retired Employees

1. All University personnel who retire from the University with less than 30 years of service shall be issued a "Z" parking permit. This permit allows the holder to park in areas designated for "Z" permits and in any faculty/staff lot after 2:00 pm.
2. All University personnel who retire from the University with 30 or more years of service shall be issued an "RT" permit. This permit allows the holder to park in any faculty/staff lot on campus at any time of day. Total service may include any years spent with another agency of the State of South Carolina, but shall not include military or other non state related service.

#### III. Reason for Revision

Non-substantive change to move administrative divisions from Law Enforcement and Safety (LESA) to Vehicle Management and Parking Services (VMPS).