

| | | |
|---|--|---|
| ADMINISTRATIVE DIVISION Division of Administration and Finance | | POLICY NUMBER VMPS 2.00 |
| POLICY TITLE Vehicle Traffic and Parking | | |
| SCOPE OF POLICY USC System | | DATE OF REVISION November 12, 2025 |
| RESPONSIBLE OFFICER Director of Parking & Transportation Services | | ADMINISTRATIVE OFFICE Parking & Transportation Services |

PURPOSE

The purpose of this policy is to establish a system of rules and regulations governing the registration of vehicles and parking issues on the University of South Carolina Columbia campus.

DEFINITIONS AND ACRONYMS

Parking & Transportation (PTS)

Comprehensive universities: The University of South Carolina Aiken, the University of South Carolina Beaufort, and the University of South Carolina Upstate shall individually be referred to as a comprehensive university and shall collectively be referred to as Comprehensive Universities throughout all university policies

Regional Palmetto College: The University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

System Campuses: The system campuses include the flagship University of South Carolina Columbia, the Comprehensive Universities (University of South Carolina Aiken, University of South Carolina Beaufort, and University of South Carolina Upstate) and Regional Palmetto College (University of South Carolina Lancaster, University of South Carolina Salkehatchie, University of South Carolina Sumter, and University of South Carolina Union) campuses.

POLICY STATEMENT

- A. The Board of Trustees of the University has promulgated the rules and regulations governing traffic and parking on campus into law. A copy of the State law, South Carolina Code of Regulations Section 119, University of South Carolina General Regulations for parking and traffic, is on file in the PTS Office and may be examined any time during regular University hours.
- B. Rules and regulations apply to drivers of all vehicles, whether public or private, and are

in force twenty-four hours a day unless otherwise provided in the rules and regulations.

- C. A parking permit gives the holder the privilege of parking on campus but does not guarantee the holder a parking space unless so specified. Campus parking is on a first-come, first-served basis in the areas in which the parking permit is valid unless otherwise specified.
- D. The driver of any vehicle shall obey the lawful instruction of any University police officer and of any official traffic sign properly placed in accordance with the provisions of these rules and regulations, except when otherwise directed by an officer.
- E. No person shall, without lawful authority, attempt to or in fact alter, deface, injure, knock down or remove any official traffic sign or device, or any inscription, shield or insignia thereon, or any other part thereof.
- F. The University shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.

PROCEDURES

- A. Rules and regulations for parking on the USC Columbia campus are indicated by printed guides, campus maps, the official campus website, or posted on signs and street curb markings.
 - 1. Yellow curbs and lines indicate no parking. In addition, parking is prohibited at fireplugs, fire lanes, sidewalks, walkways, curb cuts, accessible access aisles, grass, lawns, intersections, driveways, or alleyways. At no time may service drives, corridors, and paths, and trash pick-up areas be blocked.
 - 2. Metered spaces are provided for limited use by faculty, staff, students, and visitors. Permits are not required for metered spaces.
 - 3. The campus speed limit is 15 miles per hour unless otherwise posted. The campus speed limit is 10 miles per hour in all parking lots and garages. However, all vehicle operators and cyclists are expected to operate vehicles in a safe manner commensurate with road and weather conditions.
 - 4. In the event a vehicle becomes inoperative on campus, PTS or the University Police Department should be notified immediately. Steps should be taken to move the vehicle from the street or other hazardous position to a parking space. If the vehicle is not moved within a reasonable amount of time, the vehicle may be towed at the owner's expense.
 - 5. All parked vehicles should be locked, and no valuables left in unoccupied vehicles at any time. Any thefts or damage should be reported to the University Police Department.
- B. Towing and/or Impounding Vehicles

1. According to State law, the appropriate campus official(s) responsible for PTS or designee shall have the power to have a vehicle impounded, towed and stored at the owner's expense and risk under the following conditions:
 - a. if the motor vehicle is parked in a fire lane or at a fire hydrant
 - b. if the motor vehicle is parked in an accessible space without benefit of an accessible permit or is parked in such a way as to block a curb cut or access aisle for the disabled;
 - c. if the motor vehicle is parked on a yellow curb or in such a way as to block a driveway, to block a service entrance or to create a hazard to safety;
 - d. if the motor vehicle is parked in a reserved space without benefit of the appropriate parking permit;
 - e. if three or more unpaid traffic violations have been issued against said vehicle or an accumulation of \$250.00 or more unpaid fines;
 - f. if the motor vehicle is parked so that it impedes the operation of emergency equipment or emergency vehicles;
 - g. if the motor vehicle is parked so that it impedes pedestrian or vehicular traffic;
 - h. if the motor vehicle is abandoned or stored on campus.

C. Violations, Penalties and Bonds

1. The driver and/or owner or person in whose name a vehicle is registered shall be responsible for all violations incurred by the vehicle. Penalties and/or bonds are payable in person, online at https://sc.edu/about/offices_and_divisions/parking/parking/regulations/index.php or by mail at the PTS office during regular working hours Monday through Friday. DO NOT SEND CASH THROUGH THE MAIL.
2. Schedule of penalties
 - a. The current schedule of penalties can be found on the PTS web site https://sc.edu/about/offices_and_divisions/parking/parking/regulations/index.php
 - b. The schedule of penalties is subject to change with 30-day notice and without change to this policy.

D. Appeals

Any person desiring to appeal any parking violation which he/she feels may have been given through error or without just cause may do so within 72 hours after the time of

issuance (Saturdays, Sundays and holidays excepted); otherwise, the right to appeal is forfeited. Appeals are to be submitted electronically https://sc.edu/about/offices_and_divisions/parking/parking/regulations/index.php. The USC Traffic and Parking Appellate Committee will hear appeals from faculty, staff, students, and visitors.

E. Parking Garages

Students, faculty and staff may purchase parking permits by semester or annually for parking garages on campus. Current parking garage rates may be found on the PTS web site https://sc.edu/about/offices_and_divisions/parking/parking/permits/. The price of a parking garage space is subject to change without change to this policy. Faculty and staff members desiring to purchase garage parking should contact PTS. Once a person has obtained a reserved space, that space is renewable from semester to semester in that person's name only. Spaces may be renewed, and are not transferable.

F. Parking Lot and On-Street Reserved Parking

Parking spaces may be reserved for and purchased by designated faculty and staff. Signs posting “Reserved” along with an assigned number and the University’s logo will demarcate reserved spaces. Contact PTS for information regarding the purchase of reserved spaces

G. System Campuses (excluding Columbia)

For University of South Carolina institutions other than Columbia, parking, vehicle, and transportation operations are managed locally under each institution’s approved procedures.

The Director of Parking & Transportation Services at USC Columbia will coordinate with each institution’s designated authority (e.g., Chief Business Officer, Campus Police Chief, or Facilities Director) to:

1. Ensure alignment with state and university requirements;
2. Share best practices for safety, insurance, and enforcement; and
3. Maintain systemwide consistency where feasible while allowing for campus-specific procedures and infrastructure differences.

Each institution must publish its local procedures on its official website.

HISTORY OF REVISIONS

| DATE OF REVISION | REASON FOR REVISION |
|------------------|---|
| June 01, 2021 | Non-substantive changes to clarify procedures and update title changes of administrators. |

| | |
|-------------------|--|
| November 12, 2025 | Updated language to align with current departmental terminology and added clarifications to mitigate future confusion. Include procedures for system campuses. |
|-------------------|--|