University vehicle and cart parking enforcement/education policy

In conjunction with the implementation of the Tempe Campus Access Management Plan and Arizona State University Parking and Transit Services would like to remind all employees who have been approved to drive university vehicles of the importance of proper use and parking of university carts and vehicles. Part of the effort to ensure ASU vehicles are operated and parked in a safe manner includes the following Parking Enforcement/Education Policy.

Authorized parking locations

The primary location university carts and vehicles should park are the spaces identified as ASU Vehicle green curb stalls or ASU cart gray curbs. Additionally, all ASU vehicles and carts must have the appropriate permit needed to enter ASU parking structures. With the proper ASU permits, university carts and vehicles are permitted to park in any ASU permit lot or structure, but not in visitor or pay lots.

Parking enforcement policy

To help in the effort of ensuring a safe pedestrian environment on campus malls and within parking facilities, PTS issues $0.00 citations to ASU vehicles and carts that are illegally parked, or parked in an unsafe manner that shows a disregard to the ASU Parking Policy or to the safety of the university. Examples that would result in a $0.00 citation, and which would be reported to your department representative include, but are not limited to:

- Driving too fast for observed campus conditions.
- Parking and blocking a sidewalk or walkway.
- Parking along a red curb.
- Parking at a meter or in a visitor pay lot without payment or prior approval.
- Parking in a disabled-accessible parking space or blocking an accessible ramp or walkway.
- Parking in a manner that does not leave enough space for emergency vehicle access | 20’ to 24’ clearance required.
- Parking too close to doorways or building access points.
- Unauthorized parking in Reserved or Carpool stalls.

Education policy

The purpose of this policy is to educate employees who operate university vehicles and carts in order to facilitate a safer campus environment. Any citation that is issued will
automatically trigger a written notice to the college or department in charge of that vehicle. When possible, PTS will take photographs of the parked vehicle to help explain the infraction. These notices will be sent to the dean or department director, or their designated representative, to forward to the driver’s supervisor. It is the intent that this no-fee citation will provide the supervisor with the information needed to have a discussion with the employee and explain the severity of their actions. If necessary, the information provided may be used as part of the employee’s annual evaluation.

**Driving reminders**

It is understood that access to some areas of campus may be restricted to ASU vehicles and carts. Areas identified as prohibited by the Driving on the Mall Map should be avoided. If special circumstances arise, PTS will work with the department/college to identify approved areas and routes that may be in question.

As a reminder, when it is necessary to drive on the campus malls, drivers are requested to not drive during class change times, are not to travel at a speed that exceeds 5mph and must adhere to the times and locations of the Walk-Only Zones. Drivers should give full attention to their driving and not use a two-way radio, cell phone or earbuds/headphones when operating a vehicle or cart. Improper driving of vehicles and carts may be considered a moving violation and is regulated and enforced by ASU Policy.

Learn more about [Walk-Only Zones violations](#).

**Thank you**

PTS thanks you in advance for your cooperation and for your commitment to campus safety as it pertains to parking on the mall and within parking facilities. Questions regarding the university cart and vehicle parking policy can be directed to PTS Associate Director Ray Humbert.