

# Citations

## Definition and Purpose

Citations are used to achieve compliance with GT PTS rules and regulations and increase safety on campus for pedestrians and visitors; to help ensure that parking resources are used efficiently; to balance competing needs and allocate limited resources. All faculty, staff, students, and visitors who park a vehicle on campus are required to pay for parking.

## Rules and Regulations

- A citation is an official document that describes the violation, amount of penalty, time and location of issuance, vehicle description, and information about how to pay or appeal the citation.
- The registered vehicle owner is responsible for a parking citation (including lost, stolen or damaged citations) whether or not the owner was operating the vehicle at the time the citation was issued.
- Citations are delivered by placing them on a vehicle or by mail.
- Only authorized GT PTS employees may issue parking citations.
- Vehicles are subject to booting, towing and/or relocation to another lot or location on campus if the vehicle is in violation of parking policies, faces a safety or security risk, left unattended for more than 10 days, or left in a space or zone after the time stipulated to vacate for an event.
- Vehicles are subject to booting, towing and/or impoundment if the vehicle has three or more outstanding citations, or has \$110 or more in unpaid citations (31 days or more past due). All citations and towing fees due to GT PTS must be paid prior to the vehicle being released to the registered owner.
- Vehicles are subject to booting, towing and/or impoundment if the vehicle is parked on campus with an altered, counterfeit or stolen permit. All citations and towing fees due to GT PTS must be paid and the permit returned to PTS prior to the vehicle being released to the registered owner.
- More than one citation per day may be issued to a vehicle that is in violation of parking policies; however only one citation will be issued to a vehicle within the same location, for the same violation within a 24-hour period.
- All citations must be paid or appealed within ten (10) calendar days to avoid further enforcement action which may include late fees and referral to a debt collection agency. Citations should be paid on-line at <https://driverseat.pts.gatech.edu>.
- Unpaid citations are subject to collections and/or Institute polices. Citations for vehicles not found in the GT Parking database shall be traced through the appropriate state's Department of Motor Vehicles (DMV) /Department of Drivers Services (DDS). Owner's addresses will be obtained for collections purposes only.
- For students, unpaid citations and fines shall be transferred to their Bursar's account after 30 days of its issuance or immediately after a DMV/DDS trace (if the citation is 30 days or more from its date of issue). Once the transfer has been completed, students will be required to pay the fines through the Bursar's office.
- Parking citation rates (fines) are approved annually by the PTS Advisory Committee and are subject to change.
- Citations written in error may be withdrawn by the Enforcement Operations Manager, Sr., Parking Director or his/her designee, or Sr. Director of PTS.

- Citations may be issued for violating any parking rule or regulations including but not limited to the following:

Citation Type	Definition
Parking on campus with an altered, counterfeit, lost or stolen permit	<ul style="list-style-type: none"> <li>• Use / Display of an Annual Permit reported as lost or stolen.</li> <li>• Use / Display of a Temporary Permit reported as lost or stolen.</li> <li>• Use / Display of an Annual Permit that has been altered or counterfeited.</li> <li>• Use/Display of a Temporary, Vendor/Contractor or New Employee Permit that has been altered or counterfeited.</li> </ul> <p><i>Altered or counterfeit permits include but are not limited to: reproductions of an actual permit, altering the lot number, altering the effective/expiration date or using a permit listed as cancelled, lost or stolen or any other modifications.</i></p>
Parking in a Reserved Area/Stall	<ul style="list-style-type: none"> <li>• Parking in a reserved stall or service stall without a valid permit</li> <li>• Parking vehicle in a motorcycle or moped stall.</li> <li>• Parking in an area reserved for maintenance or construction.</li> <li>• Parking in an area reserved for bicycles.</li> <li>• Parking at a reserved meter without a valid permit.</li> <li>• Parking in an area reserved for a special event.</li> </ul>
Permit Violations	<ul style="list-style-type: none"> <li>• Parking without a valid permit.</li> <li>• Parking with an expired permit.</li> <li>• Improper display of a permit.</li> <li>• Improper permit for area – Display of a valid permit in an area where the permit is not authorized.</li> </ul>
Improper Parking	<ul style="list-style-type: none"> <li>• Vehicle occupying two spaces – Permits are valid in one permit stall. Vehicles parked outside of the marked stall lines, taking up or impacting multiple permit stalls is considered improper parking.</li> <li>• Parking against the flow of traffic – vehicle blocking or interfering with the flow of traffic.</li> </ul>
Invalid / Missing License Plate	<ul style="list-style-type: none"> <li>• Vehicles parked on campus / with an invalid license plate; includes but is not limited to an expired plate or invalid vehicle registration</li> <li>• Vehicles parked on campus without a license plate displayed.</li> </ul>
No Parking Violation	<ul style="list-style-type: none"> <li>• Vehicle parked in a landscaped area.</li> <li>• Vehicles parked in a non-legal space.</li> <li>• Vehicles parked in a no parking area; blocking a fire lane, bike lane, exit or drive aisle, roadway, or access ramp, blocking sidewalk or curbs, dumpster, etc.</li> <li>• Blocking other vehicles</li> <li>• Parking in areas on campus that are not specifically marked or signed as a permit parking area or parking stall. <i>Vehicles may park in marked stalls only.</i></li> </ul>
Parking Meters	<ul style="list-style-type: none"> <li>• Expired meter – parking longer than the purchased time on the meter.</li> </ul>

	<ul style="list-style-type: none"> <li>• <del>Parking at an inoperable meter – Customers should move to the next metered stall and report the inoperable meter to GT PTS.</del></li> </ul>
Pay by Cell Spaces and/or Multi-Meter Spaces	<ul style="list-style-type: none"> <li>• Expired time on pay by cell – parking longer than the purchased time on the system.</li> <li>• Expired space – parking longer than the purchased time on the multi-space machine.</li> </ul>
Disabled Parking	<ul style="list-style-type: none"> <li>• Disabled/ADA Accessible stall violation – Parking in a GT State Disabled/ADA Accessible stall without a valid State-issued ADA Disability Permit or plate. Unauthorized use of a State-issued ADA Disability Permit by an individual other than the permit holder.</li> <li>• Blocking the disabled access aisle.</li> </ul>
Overtime Violation	<ul style="list-style-type: none"> <li>• Overtime violation – includes vehicles parked longer than the time limit posted at a loading dock, or for more than 72 hours with a valid annual permit without authorization from PTS.</li> <li>• Vehicles may not park past the maximum time limit posted on the metered stalls. The placement of additional funds in the meter does not extend the posted maximum time limit for parking.</li> </ul>
Over or Undersized stall violations	<ul style="list-style-type: none"> <li>• Oversized Vehicle – parking an oversized vehicle in a compact vehicle stall.</li> <li>• Undersized Vehicle – parking an undersized vehicle in an oversized vehicle stall.</li> </ul>
Gated Lots	<ul style="list-style-type: none"> <li>• Parking in a gated area without payment of daily fee.</li> <li>• Bypassing gates to enter / exit facility without payment or proper permit.</li> <li>• Tailgating vehicle into or out of facility – entering or exiting a facility behind another vehicle. Each vehicle must stop to pick up a permit or submit payment.</li> <li>• Allowing another person to use permit to enter or exit facility.</li> </ul>
Vehicle Boot, Tow/Large Vehicle Tow	<p><b>Towed and Impounded</b> - Vehicles are towed and impounded to a facility on campus. All citations and towing fees due to GT must be paid before the vehicle will be released.</p> <ul style="list-style-type: none"> <li>• A vehicle will be removed and impounded and/or immobilized (booted) when the vehicle is: <ul style="list-style-type: none"> <li>✓ In a designated tow zone/no parking zone;</li> <li>✓ In a handicapped or reserved space;</li> <li>✓ At a designated bus stop;</li> <li>✓ Legally parked but having three or more outstanding citations;</li> <li>✓ Legally parked but having \$110 or more outstanding citations;</li> <li>✓ Not displaying license plates and/or VIN is covered or unreadable;</li> <li>✓ Left unattended on a street or in a parking area continuously for more than 10 days under circumstances that tend to indicate that it has been abandoned; (excessive body damage, missing parts, one or more tires flat, evidence of abnormal fluid leaks);</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>✓ Left in a space or area after the time stipulated to vacate the space or area due to a special use;</li> <li>✓ Parked on a lawn or grass area;</li> <li>✓ Illegally parked in a permit-required parking area;</li> <li>✓ Parked in a pay parking lot after the posted time stipulated to vacate the lot;</li> <li>✓ Authorized for removal or impoundment by Georgia Code 40-6-206 or Georgia code 32-6-2;</li> <li>✓ Displaying a falsified/altered permit.</li> </ul> <ul style="list-style-type: none"> <li>• A large vehicle (as determined by the tow company) will be assessed a large vehicle tow. Examples of large vehicles include but are not limited to recreational vehicles, semi trucks/trailers, and buses.</li> <li>• <b><u>Towed and Relocated</u></b> – Vehicles are subject to towing and relocation to another lot or location if the vehicle is in violation of parking policies; faces a safety or security risk, left unattended for more than 10 days, left in a space or zone after the time stipulated to vacate for an event, has three or more outstanding citations, or has \$110 or more in unpaid citations (31 days or more past due).</li> </ul>
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**References:**

Annual Individual Parking Permit

Annual Carpool Permit

Booting/Towing

Citation Appeal

<b>Effective Date</b>	November 8, 2012
<b>Last Revised</b>	July 22, 2021
<b>Review Date</b>	July 22, 2021