



UNIVERSITY
OF WYOMING

Transportation
Services

PARKING REGULATIONS 2022 - 2023



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Transportation Services

The University of Wyoming's Transportation Services Department aims to create and maintain a safe and orderly campus environment for pedestrians and vehicle operators, while providing a range of parking and transportation services for people of all abilities. Transportation Services strives to deliver services that are reliable, safe, pleasant and flexible. Transportation Services also issues campus parking maps and permits, serves as a liaison to the University of Wyoming transit system to maintain the convenience of access between inner campus destinations and perimeter parking facilities and enforces the parking regulations throughout the year.

The 2022-2023 University of Wyoming Parking Regulations are written to clarify parking policies and procedures which apply to all individuals parking on the UW campus. Thank you for helping keep the University of Wyoming campus safe and accessible.

Transportation Services
1602 E. Spring Creek Dr. (Office Location)
1000 E. University Ave., Dept 4313
Laramie, WY 82071
(307) 766-9800
FAX: (307) 766-7845
email: tps@uwyo.edu

The Transportation Services office is open from 7:30 a.m. - 5:00 p.m. on university business days (7:30 a.m. - 4:30 p.m. during the summer) with free customer parking on the north side of the building. Should you have an emergency after business hours, notify the UW Police Department at 766-5179.

For more information visit the Transportation Services website: www.uwyo.edu/tps

PARKING ON CAMPUS

Parking Areas (*see fold-out map*)

- **Permit Lots:** Designated permit lots are located throughout campus. Vehicles parking in permit lots must display a valid University parking permit designated for that lot and clearly display the vehicle license plate from the driving lane that is connected to the LPR database. Visitors may purchase Day Permits at the Transportation Services office, at the

Wyoming Union (for an additional fee) or online. The fee for a Day Permit is \$7.00/ day.

- **Day Lot:** Located at 15th Street and Willett Drive, the Day Lot is monitored from 7:00 a.m. - 5:00 p.m. Monday through Friday at a fee of \$1.75/hour. The Day Lot is available for use by anyone. ***Please note: The Day Lot is planned to close permanently in December 2022.***
- **Metered Parking:** Metered parking is available throughout campus for short-term use at a fee of \$1.75/hour. Generally, meters are available for up to two hours at a time. Vehicles displaying any valid permit must still pay the meter.
- **Express Shuttle Lots:** The Union Express Lot is located at 30th and Willett Drive. The South Express Lot is located at 15th and Spring Creek. The Express shuttle service provides easy access to campus from 6:30 a.m. - 6:30 p.m. on university business days (7:00 a.m. - 6:00 p.m. during the summer). Overnight parking is prohibited.
- **Purple Permit Parking:** Long-term parking for residence hall students is located along 30th Street between Willett and Armory Road. Off Armory Road is a second lot at the Little League complex. Shuttle service is available from 7:00am to 2:00am on weekdays and 10:00am to 2:00am on Saturday and 10:00am to 10:00pm on Sunday during the academic year.

Purple permit parking is not permitted in the Express Shuttle Lots. The long-term lot is not designated for storage of RV's, boats, and trailers. All vehicles parking in the long-term lot must have current license plate registration.

Vehicles for Sale

It is prohibited to post any "For Sale" signs in vehicles on university property.

Accessible” Parking for Individuals with Disabilities

Any student, faculty or staff with a temporary or permanent state disability placard is eligible to purchase a disability permit. A Disability permit, in conjunction with a valid state/city

disability placard or disability license plate, allows a vehicle to park in “♿ accessible,” Gold, Brown, Orange, Red, Purple, or Green spaces. A state/city placard or proof of a disability license plate must be presented to Transportation Services as verification.

A Temporary Disability permit, in conjunction with a valid state/city disability placard or disability license plate, allows a vehicle to park in “♿ accessible,” Gold, Brown, Orange, Red, Purple, or Green spaces. A valid temporary state/city disability placard must be provided to Transportation Services when applying for this permit.

For short-term use, accessible parking for individuals with disabilities is available through one of the following options:

- A Day Permit, when used in conjunction with a state placard or disability license plate, will allow a vehicle to park in any “♿ accessible”, Gold, Brown, Orange, Red, Purple, or Green spaces or accessible meter space on a daily basis for \$7.00/day.
- Metered spaces for individuals with disabilities are located throughout campus. These metered spaces are marked with a universal disability symbol and require a displayed state placard or disability license plate. Meters cost \$1.75/hour.
- “♿ Accessible” parking for individuals with disabilities is also available in the Day Lot and the Express Shuttle Lots.

Please note that some accessible spaces require both a state disability placard and a UW permit. This requirement will be noted on the sign at the parking space.

Visitor Parking

Visitors are always welcome at the University of Wyoming. Visitors to the campus are encouraged to use any of the following options: Day Lot (located east of Half Acre), metered parking, Parkmobile parking in the Ivinson Parking Garage, Express Shuttle Lots or Day Permits.

Curb Parking

Vehicles parked parallel to a curb must park in the same direction as the flow of traffic. Many residential areas around campus require

city parking permits. Please contact the City Manager’s office for more information.

Motorcycle/Moped Parking

Motorcycles and mopeds must have a Motorcycle permit to park on campus and must park in Motorcycle parking areas. Motorcycle permits are virtual and do not require a physical permit. Motorcycles and mopeds cannot park in bicycle racks or sidewalks on campus. Motorcycles and mopeds must have a valid license plate in order to register for an Motorcycle parking permit.

Timed Spaces and Loading/Unloading Zones

Loading/unloading zones are 15 minute parking zones unless otherwise posted. All users of loading/unloading zones must abide by these limits.

There are timed spaces on campus that are typically used for short errands, pick-ups and deliveries. Time limits encourage patrons to move their vehicles to increase parking turnover. Timed parking can be used once per day and re-parking is not permitted.

You must call Transportation Services at 766-9800 to request permission to exceed time limits.

Snow Removal

Overnight parking is not encouraged in Brown and Orange zones due to snow removal efforts before and after regular business hours. Please park at your own risk.

University, State and Federal Vehicles

University, state, or federally-owned vehicles that do not qualify for a Service Vehicle permit must park in designated storage lots located west of the General Storage building located at 15th & Gibbon and in the Purple Zones at 30th and East Armory Road. Vehicles in violation will be cited and fined accordingly. Please call the Transportation Services office for short-term parking solutions for university, state and federal vehicles.

Motorist Assistance

In the event of an emergency or mechanical failure, please immediately notify Transportation Services at 766-9800 during university business hours or the University

Police Department at 766-5179 after business hours. The owner or driver of the vehicle must arrange for the vehicle to be moved as soon as possible or as otherwise directed.

Special Circumstances

Under certain circumstances, such as special campus events, Transportation Services, the University Parking & Traffic Advisory Group or the University Police Department may temporarily suspend parking requirements and permit designations.

Parking Restrictions

We ask that you respect the UW campus and park only in spaces that are designated for vehicles. Safety precautions necessitate “No Parking” areas. Violators will be fined and vehicles are subject to being immobilized and/or towed at the owner’s expense. Restricted areas include, but may not be limited to:

- Yellow zones
- Service drives
- Marked pedestrian crosswalks
- Within 15 feet on either side of a fire hydrant
- Fire lanes
- “♿ Accessible” spaces unless proper permits are displayed
- “U” permit required parking spaces
- White striped loading areas
- Bicycle lanes
- Areas posted “No Parking” or “Reserved”
- Areas not specifically designated for parking (i.e. sidewalks, grass, etc.)
- Bus stops
- Unimproved lots/fields

Parking is permitted only in designated spaces. A parking space is delineated by lines on pavement or curb blocks. The lack of a “no parking” sign or yellow curb does not signify that parking is permitted in that area.

Reserved Departmental Spaces

UW employees are prohibited from using reserved spaces unless permission is granted by Transportation Services.

PARKING POLICIES & PROCEDURES

In order to avoid fines, all motorized vehicles parked on campus must display a valid university parking permit unless parked at a

metered space, in the Day Lot, in the Express Shuttle Lots or in the Long Term Parking Lot.

Temporary Parking

Temporary parking in restricted areas or permitted areas without a permit is not allowed. Operating flashers or having someone waiting in or around vehicle is not allowed.

Parking Permits

- Permits may be purchased from Transportation Services at 1602 E. Spring Creek Dr. or the Transportation Services website (www.uwyo.edu/tps).
- A university parking permit allows vehicles to park in designated areas on campus.
- Parking permits are registered to vehicle license plates. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder or the vehicle driver.
- Permits are not transferable from one person to another.
- A parking permit is registered for use on up to three vehicles listed on the parking registration form. Please report additions or changes of vehicle information immediately, failure to do so may result in a fine.
- A permit is valid only if it is properly displayed and entirely visible. Adhesive permits must be affixed to the passenger side, lower front corner of the windshield. All-terrain vehicles and motor scooters parked on campus must display a valid permit in a prominent location. It is a violation to display more than one university permit unless using a Temporary Disability permit.
- Parking permits are the property of the University of Wyoming. Unauthorized use of a university parking permit may be prosecuted under Wyoming law. Parking permits can be revoked when circumstances are warranted.
- If you become eligible for a permit classification change, please report your circumstances to Transportation Services within one week. Proof is required.
- Please report a change in address to Transportation Services within one week.
- Please report a lost, stolen or destroyed permit to Transportation Services or

2022/2023 Permit Classification & Fees

PERMIT TYPE	DESCRIPTION	ANNUAL FEE Sept.-Aug.	SEMESTER FEE Fall OR Spring	SUMMER FEE June-Aug.
GOLD Parking Garage	Available to UW employees and affiliated agencies. Permit may be available to students on a limited basis.	\$390.00	\$195.00	\$32.50/mo
BROWN Parking Zones	Available to UW employees and affiliated agencies. Permit may be available to students on a limited basis.	\$264.00	\$132.00	\$22.00/mo
ORANGE Parking Zones	Available to UW employees and affiliated agencies. Zone 202 available to UW employees, affiliated agencies, and commuting students.	\$162.00	\$81.00	\$13.50/mo
RED Parking	Available to UW employees, affiliated agencies, and commuting students.	\$81.00	\$40.50	\$6.75/mo
PURPLE Parking	Available to UW employees, affiliated agencies, and all students. Shuttle service between Purple lots and residence halls is available daily while school is in session.	\$33.00	\$16.50	\$2.75/mo
GREEN Residential Student	Available to students living in the residence halls or Chapter housing.	\$246.00	\$123.00	\$20.50/mo
ELECTRIC PLUG-IN	Available to students living in the residence halls or Chapter housing. Provides reserved parking for electrical plug-in spaces (standard 110-volt outlet). Only 8 Permits available and must be purchased in conjunction with Green parking permit.	\$246.00	\$123.00	\$20.50/mo
DISABILITY	Available to individuals with a disability. (Holders of Disability permit may park in any Gold, Brown, Orange, Red, Green, or "Accessible ♿" parking space when used in conjunction with a state/city disability placard or license plate.) Applicants must provide a copy of this placard to Transportation Services.	Please contact the Transportation Office to discuss pricing		
TEMPORARY DISABILITY	Available to individuals with a temporary disability. (Holders of Temporary Disability permit may park in any Gold, Brown, Orange, Red, Green, or "Accessible ♿" parking space for the duration of the disability when used in conjunction with a state/city disability placard. FREE with purchase of a Gold, Brown, Orange, Red, Green permit. Applicants must provide a copy of this placard to Transportation Services.	Please contact the Transportation Office to discuss pricing		
MOTORCYCLE	Available to employees, affiliated agencies, or students riding plated motorcycles or mopeds. All other vehicles are considered automobiles. 50% off with purchase of an Gold, Brown, Orange, Red, Green, or Disability permit.	\$66.00	\$33.00	\$33.00
VENDOR/ CONTRACTOR	Available to campus contractors, off-campus vendors, delivery personnel or other commercial enterprises. Permit is valid in all Gold, Brown, Orange, Red, Purple, Green spaces.	\$405.00/year \$33.75/month		
SERVICE VEHICLES	Available to service vehicles (UW and non-university). Applications for the permit must be submitted to the Parking Advisory Group. Permit allows for a vehicle to be parked in Gold, Brown, Orange, Red, Purple, Green, "U" and in loading/unloading areas for short periods of time. Permit does not allow a vehicle to park in a disability space or in front of a painted curb.	\$243.00/year for UW vehicles & \$405.00/year for non-University		
DAY	A Day Permit may be purchased at Transportation Office the Wyoming Union Information Desk, or online at www.uwyo.edu/tps . This permit also valid in disability spaces in conjunction with a state/city issued disability placard/license plate. Motorcycles are not eligible.	\$7.00/day, valid in Gold, Brown, Orange, Red, Purple, Green spaces		
LOW-EMITTING, FUEL EFFICIENT	Vehicle must be approved by Transportation Services. Permit must be used in conjunction with purchased corresponding zone permit.	Free		

the University Police Department. Transportation Services can issue a replacement permit only after an affidavit form is completed and signed.

- University Board Retirees may obtain an Brown, Orange, Red or Purple permit, at the discretion of Transportation Services, free of charge with verification of retirement status and proof of registration. Replacement permits will be assessed the standard replacement permit fee.
- Monthly and lump sum payroll deductions are an available payment option for benefited faculty and staff. There are no refunds for payments made via payroll deductions. Payroll deductions are not accepted after the spring semester ends.
- The university will not be held responsible for any accident or theft involving vehicles while parked or operated on campus.
- Only one Gold, Brown, Orange, Red, Purple, Green, and Disability permit may be sold per eligible person.
- Students that are not benefited employees may not obtain or use Brown or Orange Zone 201 and 203 permits.
- UW employees and students may not obtain or use a Contractor or Vendor permit unless permit was provided by eligible contractor or vendor.
- Brown and Orange permits may not be purchased with an IDT (or other public fund source) or P-Card at any time. Commuting funds are considered personal.
- Parking Permits must be purchased by individuals and not by using affiliate or company funds.

Permit Refunds

Annual permits (including: Brown, Orange, Disability, and Motorcycle for faculty and staff, Vendor, and Contractor permits) may be returned for a cancellation of monthly payroll deduction through the first Friday in April or a prorated refund through the first Friday in May. Annual permits (including: Orange Zone 202, Green, Disability, and Motorcycle for students) may be returned for a prorated refund through the last Friday in February. Semester, monthly and day permits are not eligible for refunds. Permits not returned will be invoiced to the departing employee. The balance of any fines owed to Transportation Services will be deducted from any refund due. There is a \$5 processing fee for all

refund requests. Refunds cannot be issued for any deduction that has been taken out of an employee's paycheck.

Lost/Stolen Permits

In the event a permit is lost or stolen, the permit holder will be required to complete and sign a Lost/Stolen Permit Affidavit with Transportation Services stating the permit is no longer in the permit holder's possession. Permit replacement costs \$25 if lost or no charge if stolen. If a permit is stolen, customer must complete an affidavit and file a report with police.

Enforcement

Unless otherwise indicated, parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, "♿ accessible" spaces, Service Vehicle spaces, reserved spaces, Green spaces, loading/unloading zones, motorcycle parking, and no parking areas. Metered parking and Orange Zone parking around the Residence Halls and Chapter houses are also enforced 24 hours a day, 7 days a week.

Fines for parking violations are due upon receipt and payable by the following methods:

- Online at www.uwyo.edu/tps
- Mail payments to:
*University of Wyoming
Transportation Services
1000 E. University Ave., Dept. 4313
Laramie, WY 82071*
- Drop off payments to:
1602 E. Spring Creek Dr.
- If using Campus Mail, send to
Transportation Services

License Plate Recognition (LPR)

Parking on campus is monitored through License Plate Recognition (LPR). LPR is a virtual permitting system that will allow for staffing efficiencies, lot monitoring, and better utilization and enforcement of parking lots.

A camera system is attached to Transportation Services vehicles. These cameras scan license plates when vehicles are parked on the University of Wyoming campus. License plates are then compared to the permit database.

License plates, temporary license plates, or a bill of sale must be clearly visible from the

drive lane. Only one vehicle per permit is allowed on campus at a time.

Data Collected

The LPR system captures photos of observed vehicles with a photo of the vehicle and its immediate surroundings and a photo of the vehicle license plate. Along with the photographic data, LPR also records the global positioning system coordinates and date/time information of the observation.

Use of Personal Data

Personal Data collected by the LPR system may be used for:

- Parking management - such as parking lot utilization analyses and improving customer experience
- Parking enforcement - such as determining vehicle’s parking permit permissions, issuing and supporting the issuance of parking citations, processing responses to parking citations
- Safety & security - such as addressing immediate or on-going safety concerns, conducting specific investigations, and/or cooperating with compulsory law enforcement investigations

Sharing of Personal Data

Personal data may be shared with third-party vendors (such as information technology and LPR solutions providers) for storage and processing of personal data. Personal data may also be shared to comply with a valid legal process, governmental request, or applicable law, rule or regulation. Personal data will not be sold or licensed to any third-parties for secondary commercial purposes.

Retention

Personal data collected through the LPR system that results in an enforcement action will be retained as needed. Personal data that does not result in an enforcement action may be retained for up to ninety (90) days.

Access

Access to records created or maintained by the LPR system is restricted to trained personnel performing their professional duties. Access to the system by others is prohibited.

Fines/Fees

Transportation Services would rather not

give you a ticket, so please be aware that university parking regulations are enforced by Transportation Services which issues and revokes permits in accordance with these regulations. Citations issued to a particular vehicle are ultimately the responsibility of the registered owner of that vehicle. The university reserves the right to demand payment of fines from the permit holder, the vehicle driver, or the registered owner.

Violation of university parking regulations will result in the following fines:

1. Fraud.....\$250.00
 Fraud includes any of the following:
 - Displaying a previous citation, warning, or envelope
 - Reproducing or falsifying a permit
 - Use of a lost or stolen permit
 - Removing license plates and/or covering VIN and/or not displaying proper bill of sale
 - Providing false information to obtain a permit
 - Damaging, attempting to remove, or removing a boot
 - Resale or transfer of permit to an unauthorized person/vehicle.
 - Use of invalid parking permit
 - Fraud violations as defined above will become eligible for immediate immobilization
2. Parking in an “♿ accessible” space without a disability permit.....\$200.00
3. Parking in a fire lane.....\$150.00
4. Parking in a yellow zone.....\$50.00
5. Misuse of Permit / Multiple vehicles linked to permit on campus at the same time.....\$39.00
6. License plate not visible.....\$26.00
7. Parking in “No Parking” areas, including sidewalks and reserved spaces..... \$43.00
8. Failing to register vehicle.....\$39.00
9. No permit.....\$39.00
10. Failing to park in assigned area.....\$35.00

- 11. Failing to display permit properly.....\$26.00
- 12. Overtime violation on a meter or timed area.....\$26.00
- 13. All other violations.....\$26.00

Bicycle Parking Violations:

- 1. Not parked in designated parking area (major).....\$50.00
 - Parking in any way which represents a safety hazard, including but not limited to blocking any service drive, building entrance, driveway, bikeway, ramp, or locked to hand railings or any other passageway to which emergency equipment, wheelchair users, pedestrians or service equipment may need access.
- 2. Not parked in designated parking area (minor).....\$25.00
 - Parking on or locked to trees, plants, or other living objects, fences, posts, signs, trash receptacles, and light fixtures.

Immobilization/Towing

Violation of university parking regulations may result in vehicle immobilization. Fees for immobilizing and fines for unpaid citations must be paid in full prior to the release of the vehicle. Three or more unpaid citations or a fraud violation may result in immobilization of the vehicle at the registered owner's or permit holder's expense. In order to remove the immobilization device, the following fees will apply;

- 1. First offense.....\$75.00
 - + payment of unpaid parking fines
- 2. Second and future offense*.....\$150.00
 - + payment of unpaid parking fines

**At the discretion of the university, violators may also lose parking privileges. Payments made when vehicle is immobilized must be made by cash or credit. Checks will not be accepted.*

***Any damage to immobilization device will be responsibility of vehicle owner.*

In some cases, violation of university parking regulations may result in tow and impound of vehicles. All parking fines for unpaid citations must be paid in full in order to have vehicle released by tow company. Vehicle release fees and hours of operation are at the discretion of the outside tow company.

Collection and Payment of Fines

- 1. Fines for parking violations are due upon receipt and payable by the following methods:
 - Access your account online at www.uwyo.edu/tps
 - Mail payments to:
 - University of Wyoming*
 - Transportation Services*
 - 1000 E. University Ave., Dept. 4313*
 - Laramie, WY 82071*
 - Drop off payments to:
 - 1602 E. Spring Creek Dr.*
 - If using Campus Mail, send to Transportation Services
- 2. A fine constitutes a debt owed to the university and is subject to collection procedures. Collection efforts may include, but are not limited to, payroll deduction, withholding of transcripts and denial of registration privileges, referral to collection agencies, immobilizing and/or towing the vehicle at the violator's expense.
- 3. Willful or persistent violations may be grounds for revoking parking privileges.
- 4. Payments made when vehicle is immobilized must be made by cash or credit. Checks will not be accepted.

Hold

- 1. A student failing to pay fees, charges, fines, penalties, deposits, or short-term loans as prescribed by Trustees of the University of Wyoming shall be denied copies of academic transcripts and/or diplomas until such fees, charges, fines, penalties, deposits, or short-term loans are paid in full.
- 2. Transportation Services may place holds on any student account associated with an outstanding balance. Holds are removed during the evening hours if payments are paid in full and processed prior to 6:00 p.m.

Appeals Process

UW Regulation 1-2, Sec. K has established a process for appeals to assist with parking citations deemed as unjustified.

1. Any person who receives a University parking citation may appeal the citation. Appeal forms are available online at www.uwyo.edu/tps or at the Transportation Services office. Please include a copy of the citation with the appeal. The appeal must be received within 30 days after the date of issuance of the citation. Appeals submitted after the 30 day deadline result in the forfeiture of the opportunity to appeal and payment of the citation is required. The appeal should present substantial and valid evidence that the parking violation was either not committed or that the violation occurred due to circumstances beyond the appellant's control. Appeals can be delivered or to Transportation Services at 1602 E. Spring Creek Dr. or mailed to 1000 E. University Ave., Dept 4313, Laramie, WY 82071.
2. The Traffic Appeals Committee will grant, deny, reduce or table an appeal within 30 days of the date it is received and will send written notification to the appellant.
3. In order to contest the decision of the Traffic Appeals Committee, a second written appeal may be submitted that provides new and/or additional information for committee's consideration. Requests for personal appearances are granted at the discretion of the Traffic Appeals Committee.
4. Appeals that are denied or reduced must be paid within 10 days of the date of the letter advising the appellant of the decision of the Traffic Appeals Committee.
5. Appeals are strictly limited to two written and one oral appeal. An oral appeal is considered final and additional appeals will not be considered after an oral appeal is conducted.
6. Re-appeals, either written or an oral appeal request, must be received within 14 calendar days of original appeal decision date.

Courtesy

Transportation Services staff has an obligation to treat all customers with respect and dignity and to assist the campus community in regards

to parking procedures, rules and regulations. Customers should treat Transportation Services staff in the same manner. No one likes to receive parking citations; however, that does not entitle students, employees or visitors to treat staff in a personally threatening or intimidating manner. Those in violation may be subject to sanctions via the Dean of Students Office or criminal prosecution from the University of Wyoming Police Department depending on the circumstances.

FREQUENTLY ASKED QUESTIONS

Why do I need a parking permit?

Transportation Services at the University of Wyoming aims to provide parking on campus that is safe and convenient. Issuing valid permits for every vehicle in permit parking areas is a necessary part of regulating space and works toward creating a campus that allows for both pedestrian accessibility and vehicular safety. Thank you for abiding by the permit parking regulations.

When is parking enforced?

Parking is enforced 24 hours a day, 7 days a week in yellow zones, fire lanes, spaces marked by ♿ accessible, Service Vehicle parking, reserved parking, loading/unloading zones, motorcycle parking, and Green Zones. Orange Zone 203, and metered parking around the Residence Halls and Greek housing. Other spaces are enforced on university business days, Monday through Friday, from 8:00 a.m. - 5:00 p.m. (4:30 p.m. during summer). Overnight parking in the Express Lots is enforced year-round.

What if all the spaces are full?

A parking permit does not guarantee the holder a specific parking space. It provides the opportunity to park within an area designated for a specific permit type. Drivers are responsible for finding an authorized parking space. Lack of available space, inclement weather or other conditions do not justify parking violations. Keep in mind the Express Shuttle lots and shuttle services.

Is it okay if I park "here"?

There are many areas on campus where it

might appear that a car would fit, when in fact it is not a legal parking place. We are required, for safety reasons, to maintain specific widths in drive aisles. Parking stalls are generally designated with painted lines on either side, or in gravel lots there may be curb blocks or fencing creating the “edge” at the end of each row. Please park within designated parking stalls. When in doubt, please call Transportation Services at 766-9800 before you park.

Do I have to buy a permit?

No. Only those who wish to park in spaces or lots on campus spaces need to buy a permit. Short-term, long-term and day-use parking options are available as well as parking in the Express Shuttle Lots. The shuttle bus runs approximately every 10 minutes to and from campus.

Can I get an Brown permit if I'm currently a student and I work for the university?

Usually no, unless you are a part-time benefited employee with the university. If you are a student working part-time without benefits you are not eligible for a Brown permit. Graduate students with assistantships are not eligible for a Brown permit.

Are metered parking spaces and the Day Lot available to students?

Yes. Metered parking spaces are located throughout campus. The cost is \$1.75/hour. The Day Lot is located east of Half Acre near 15th & Willett and is available for temporary paid parking from 7:00 a.m. - 5:00 p.m.

How does the Day Lot operate?

The Day Lot is open Monday through Friday from 7:00 a.m. - 5:00 p.m. The Day Lot is located east of Half Acre near 15th & Willett. There are two pay kiosks where patrons can pay using license plate number. The rate for the Day Lot is \$1.75/hour. If a kiosk is not functioning properly, notify Transportation Services immediately to help you avoid a citation and ensure the problem is fixed. In the event of a malfunction, the proper phone number will appear on the kiosk.

How do I avoid getting a ticket?

- Read all parking signs before you park.
- Refer to the color parking map in the Parking Regulations center foldout.
- Allow enough time to park and walk to your destination.
- Remember the allotted amount of time when you are parked at a meter.
- Consider parking away from central campus in the Express Shuttle Lot and riding the shuttle buses.
- If you forget your permit, Transportation Services will issue you a free Day Permit. In unusual circumstances, call Transportation Services at 766-9800 so we can assist you in avoiding a citation.
- If your vehicle experiences mechanical difficulty and you are parked illegally, please contact Transportation Services at 766-9800 to report the incident. Emergency flashers and notes on the dashboard do not authorize illegal parking.
- Special events and construction requirements may impact travel and parking on campus. Please check our website for updates: www.uwyo.edu/tps.
- Always call Transportation Services for current, correct answers to your parking questions.
- Mail payments to:
*University of Wyoming
Transportation Services
1000 E. University Ave., Dept. 4313
Laramie, WY 82071*
- Drop off payments to:
1602 E. Spring Creek Dr.

How do I appeal a citation?

Citations may be appealed online, or may be printed and mailed to the Transportation Services office. Online appeals and appeal forms can be located at www.uwyo.edu/tps. Citation appeal forms must be completed within 30 days of the date of the citation and may be sent to the address on the form or

dropped by the Transportation Services office.

How long is a parking permit valid?


An annual permit is valid from September 1 through August 31. A permit for the fall semester is valid from September through December. A spring semester permit is valid from January through May. Summer school students can purchase permits by the month.

Permit holders can view their current permit expiration date by logging into the UW Parking Portal at uwoy.edu/tps.

How do I obtain a Disability permit?

Faculty, staff, and students with a permanent disability may buy a Disability permit from Transportation Services. A state placard or a disability license plate must be presented as disability verification. Disability permits are valid in Gold, Brown, Orange, Red, or Green spaces. Campus Brown, Orange, or Green, parking spaces that are marked with accessible are for vehicles properly displaying both a state placard or disability license plate AND a university Disability permit. Metered disability spaces must show a valid state placard.

How do I obtain a Temporary Disability permit?

Faculty, staff, and students with a temporary disability may buy a Temporary Disability permit. There is no charge for a Temporary Disability permit if you already have a valid parking permit. A temporary city or state placard must be provided when applying for a Temporary Disability permit. Temporary Disability permits are valid during the duration of the disability in any Gold, Brown, Orange, Red, or Green parking space or in an  accessible space marked for individuals with disabilities.

What permit can I purchase if I am a student living on campus?

Students living on campus, in either a residence hall or in an on-campus fraternity or sorority house, may buy a Resident (Green) permit, a Motorcycle permit, a Disability permit, or a Temporary Disability permit. Green permits

cost \$246.00/year or \$123.00/semester and allow you to park in designated Green parking spaces. Motorcycle permits are \$33.00/year or \$16.50/semester (50% off with the purchase of a Green or Disability permit) and allow you to park in Motorcycle parking spaces.

What happens to my Green permit if I move off campus during the year?

A resident student who moves off campus during the course of the year may exchange a Green permit for a Orange Zone 202 permit if available.

Where can I get more information?

- Visit our website at www.uwoy.edu/tps.
- Call us at (307) 766-9800.
- Email us at tps@uwoy.edu.
- Transportation Services is located at 1602 E. Spring Creek Dr. and is open from 7:30 a.m. - 5:00 p.m. (7:30 a.m. - 4:30 p.m. during summer) on University business days with free customer parking on the north side of the building.
- Should you have an emergency after business hours, notify the UW Police Department at 766-5179.



Dept. 4313
1000 E. University Ave,
Laramie, WY 82071

1602 E. Spring Creek Dr.
(307) 766-9800 • tps@uwyo.edu



Individuals that are deaf, hard or hearing, or speech impaired may contact us at the above phone number through a relay service or by dialing 711. www.wyomingrelay.com