



# Standard Administrative Policy and Procedure

**Subject:** Parking Advisory and Appeals Committee

**Number:**

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## I. RATIONALE

The Parking and Traffic Committee provides staff, students and faculty the opportunity to participate in the formulation of parking regulations, to appeal parking citations, and to address the special traffic and parking needs of those in the University of Wyoming community.

## II. FUNCTIONS

The Committee shall make recommendations to the Vice President for Finance and Administration concerning general parking regulations, assign special and reserved parking spaces, act on written requests for special parking permit considerations, and work with the Director of Transportation Services to implement minor changes in the traffic patterns and parking. The Committee shall meet a minimum of once quarterly or more frequently as needed.

A subcommittee shall be responsible for parking appeals and make recommendations concerning general traffic and parking regulations to the Committee. The subcommittee shall (1) act on all written appeals made within fifteen days of the date of the violation; and (2) grant, deny, reduce or alter the appeal. The subcommittee shall meet a minimum of twice monthly or more frequently as needed.

## III. COMPOSITION

The Vice President for Finance and Administration shall oversee and appoint six members to serve on this Committee. Four members of this Committee shall serve on the subcommittee to review traffic appeals.

**Responsible Division/Unit:** Office of Finance & Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>; [www.uwyo.edu/tps](http://www.uwyo.edu/tps)

**Associated Regulations, Policies, and Forms:** UW Parking Regulations (updated annually)

**Approved:** 4/27/2021