

WSR 24-16-142

PERMANENT RULES

WASHINGTON STATE UNIVERSITY

[Filed August 7, 2024, 8:25 a.m., effective September 7, 2024]

Effective Date of Rule: Thirty-one days after filing.

Purpose: Washington State University (WSU) is updating the campus parking and traffic regulations. The chapter 504-15 WAC title is updated to specify that the regulations are for the WSU Pullman campus.

The proposed amendments modify, clarify, and update WSU's rules regarding parking and traffic regulations for the WSU Pullman campus.

Citation of Rules Affected by this Order: Repealing WAC 504-15-580; and amending WAC 504-15-050, 504-15-100, 504-15-210, 504-15-220, 504-15-250, 504-15-370, 504-15-450, 504-15-460, 504-15-470, 504-15-520, 504-15-540, 504-15-560, 504-15-600, 504-15-650, 504-15-810, 504-15-860, 504-15-865, 504-15-870, and 504-15-920.

Statutory Authority for Adoption: RCW 28B.30.150.

Adopted under notice filed as WSR 24-13-128 on June 20, 2024.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 19, Repealed 1.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 19, Repealed 1.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 0, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 19, Repealed 1.

Date Adopted: August 6, 2024.

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OTS-5493.1

Chapter 504-15 WAC

CAMPUS PARKING AND TRAFFIC REGULATIONS FOR WASHINGTON STATE UNIVERSITY  
PULLMAN

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

**WAC 504-15-050 Emergencies.** The president of the university ((shall have)) or designee has authority to suspend, modify, or repeal any or all provisions in this chapter in the event of an emergency,

disaster, or other like contingency. Such action (~~(shall)~~) is to be limited in duration and scope based on the incident.

AMENDATORY SECTION (Amending WSR 22-18-025, filed 8/29/22, effective 9/29/22)

**WAC 504-15-100 Definitions.** The definitions in this section are applicable within the context of this chapter.

(1) Campus. Describes all property owned, leased, and/or controlled by the university Pullman campus which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of the university.

(2) Carpool. An arrangement in which three or more patrons share a ride to campus in which one permit is used for more than one vehicle. Also referred to as rideshare or ride sharing.

(3) Commuter student. Any student who does not live in a university residence hall (~~((dormitory))~~). All students living in (~~(fraternities, sororities,)~~) university-owned housing (other than residence halls) (~~(r)~~) and private housing are considered to be commuter students.

(~~((3))~~) (4) Day. Unless otherwise specified, the term "day" refers to a calendar day.

(~~((4))~~) (5) Disability authorization. A state-issued disability instrument, e.g., placard, license plate, tab. Disability authorization includes the state-issued registration documentation issued to the person utilizing the authorization.

(6) Disability zone. A parking zone designated for exclusive use by individuals with disability and identified with a sign bearing the associated international symbol.

(~~((5))~~) (7) Electric-assisted bicycle. As defined under RCW 46.04.169.

(~~((6))~~) (8) Fire zone. An area needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to, areas with adjacent curbs or rails painted red.

(~~((7))~~) ~~Gate card.~~ ~~A plastic card that activates the gates controlling access to certain parking areas.~~

(~~((8))~~) (9) Hearing officer. Any individual appointed to consider parking violations and the application of fees, fines, and sanctions. Said individual is appointed by the parking administrator whose responsibilities include supervision of the parking department or designee.

(10) Hourly parking space. A space in a parking lot, street side parking, or other designated hourly parking area. Hourly parking spaces only accept payment in minute/hourly increments.

(11) Illegal use of parking permit. A parking violation in which a parking ticket is issued under the following circumstances:

(a) Use of a parking permit (~~(or indicator)~~) on a vehicle other than the specified vehicle identified by a license plate number on the permit.

(b) Use of a parking permit or indicator obtained under false pretenses.

(c) Use of a modified parking permit or indicator.

(d) Use and/or retention of a parking permit or indicator by individual(s) ineligible, or no longer eligible, for such a parking permit as described and authorized in this chapter.

~~((9))~~ (12) Impound. To take and hold a vehicle in legal custody by use of a wheel lock and/or towing.

~~((10))~~ (13) Indicator. A decal or hanger displayed adjacent to a parking permit which defines additional parking areas available to a permit holder.

~~((11))~~ (14) Living unit. A space in which a person resides and/or sleeps.

(15) Loading zone. A loading dock, or an area signed "loading zone" adjacent to a facility, in a parking area, or near a residence hall. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times unless signed otherwise.

~~((12))~~ (16) Micromobility device. Bicycles, skateboards, scooters, roller skates/blades, and all other human-powered, motorized, or electrically assisted rolling conveyances.

~~((13))~~ (17) Moped. As defined under RCW 46.04.304.

~~((14))~~ (18) Motorcycle. As defined under RCW 46.04.330.

~~((15))~~ (19) Motorized foot scooter. As defined under RCW 46.04.336.

~~((16))~~ (20) Motor vehicle. As defined under RCW 46.04.320.

~~((17))~~ (21) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow.

~~((18))~~ (22) Officer. Any parking or police official employed by the university who is designated by the parking administrator or chief of police to issue parking tickets, to place and remove wheel locks, or to cause vehicles to be towed under this chapter.

~~((19))~~ (23) Owner. The individual registered with any state as the present owner of a vehicle in the most current registration records available to the university, the owner's expressed representative, or any transferee not designated in such records, provided that the parking administrator or chief of police has received actual written notice of the transfer.

~~((20))~~ (24) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

~~((21))~~ (25) Parking administrator. The director in charge of the parking department or designee.

~~((22))~~ (26) Parking appeals committee. Any individual(s) (~~or individuals~~) appointed to consider parking violations and the application of fees, fines, and sanctions. Said individual(s) (~~or individuals~~) are appointed by the (~~vice-president~~) parking administrator whose responsibilities include supervision of the parking department or designee.

~~((23))~~ (27) Parking department. The university department which is charged with the responsibility of managing, operating, planning, and maintaining parking facilities; enforcing the parking regulations; and coordinating commute trip reduction efforts for the Pullman campus.

~~((24)~~ Parking meter. ~~A single fixed device that typically requires payment and limits the amount of time a vehicle can park in a single space. Also referred to as "meter" in this chapter. A parking meter is not a parking payment device.~~

~~(25))~~ (28) Parking payment device. A machine that requires payment and vends a parking permit and/or a paid receipt. Parking payment devices may be located in various places on the campus. A parking payment device is not a parking meter.

~~((26))~~ (29) Parking permit. A vinyl, plastic, paper, or other instrument sanctioned by the parking department that is displayed from a vehicle, and authorizes parking in specified areas. Some parking permits may be purchased online and may be virtual in nature, and identified by other means such as by license plate. (See the definition of "virtual permit" in subsection ~~((47))~~ (50) of this section.) Also referred to as "permit" in this chapter.

~~((27))~~ (30) Parking ticket. The first notice of a parking violation which is usually placed in a visible location on a motor vehicle.

~~((28))~~ (31) Pay parking facility. A location where parking is provided, and payment is made on-site via a parking ~~((payment device, cashier))~~ application, website, or by other means ~~((other than a parking meter))~~ approved by the parking department.

~~((29))~~ (32) Pedestrian mall. A space that is designed primarily for pedestrian use, but with limited authorized use of motor vehicle and other motorized and nonmotorized conveyances. These restricted areas are depicted on the Pullman campus map and/or with signing at the entrances to the pedestrian mall areas.

~~((30))~~ (33) Individuals with disability. For the purpose of this chapter, individuals with disability refer to an individual or individuals with disability or disabilities who qualify for a state-issued individual with disabilities parking identification and ~~((permit))~~ authorization.

~~((31))~~ (34) Resident priority zone. A parking area ~~((close to a residence hall))~~ (i.e., crimson zone or gray zone) that is typically limited to use by residence hall students.

~~((32))~~ (35) Residence hall student. A student with a current, valid residence hall contract, who lives in a residence hall.

~~((33))~~ (36) Residence hall. Residence hall units ~~((dormitories))~~ that are owned by the university but are not included as university-owned housing apartments. Occupants of residence halls are considered residence hall students and are eligible for parking permits in resident priority zones.

~~((34))~~ (37) Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university owned vehicle or a privately owned vehicle with a valid service vehicle authorization displayed).

~~((35))~~ (38) Service zone. Parking spaces or area designated for the use of service vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones on an occasional basis for a maximum of 15 minutes, except for vehicles that display a commercial permit, or a service indicator issued for an extended time. Service zones are restricted at all times unless signed otherwise.

~~((36))~~ (39) Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university and the nonstudent employees of other entities located on, or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university, or other entities located on, or regularly doing business on campus, are not "staff." They are considered to be students for the purpose of these regulations.

~~((37))~~ (40) Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.

~~((38))~~ (41) Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.

~~((39))~~ (42) Student. The term "student" includes all individuals who are not staff who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more classes.

~~((40))~~ (43) Summer session. The summer session includes all summer sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.

~~((41))~~ (44) University. Refers to Washington State University.

~~((42))~~ (45) University holiday. A day regarded by the university as an official university holiday.

~~((43))~~ (46) University-owned housing. Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls. Occupants of university-owned housing are eligible for housing parking permits issued by the university.

~~((44))~~ (47) Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.

~~((45))~~ (48) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of the university are open during this time.

~~((46))~~ (49) Vehicle storage. Vehicle storage means the parking or leaving of any vehicle for a period of more than 24 consecutive hours.

~~((47))~~ (50) Virtual permit. A virtual permit is ~~((authorization))~~ an electronic permit given at the time of vehicle registration with the parking department, allowing the registered vehicle to park in a designated lot, zone, or space. The virtual permit is associated with the vehicle license plate number and is used to identify the parking authorization.

~~((48))~~ (51) Visitors. Individuals who are not staff or students and who only visit the campus on an occasional basis.

~~((49))~~ (52) Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

~~((50))~~ (53) Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

~~((51))~~ (54) Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than 30 days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

~~((52))~~ (55) WSU disability permit. ~~((WSU-issued zone permit displayed with))~~ A valid state-issued disability ((placard or disability license plate)) authorization along with a WSU orange, green, yellow, red, blue, crimson, gray, college hill, or golden cougar parking permit.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

**WAC 504-15-210 Times of enforcement.** Parking regulations are subject to enforcement at all times.

(1) Parking permit areas. All parking permit zones are limited to authorized permit holders during specific hours. These hours are posted in each parking area at the entrance to parking areas, or along roadways where parking is marked.

(2) Restricted spaces. These spaces are restricted for their designated purpose at all times unless signed otherwise:

- (a) Disability zones.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) ~~((Reserved (bagged) parking meters.~~
- ~~(f))~~ Pedestrian mall.

~~((g))~~ (f) Areas which are specially signed or physically set apart by barricades, traffic cones, tape, or other traffic devices.

(3) ~~((Parking metered spaces. Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted maximum time limit (e.g., a two-hour meter allows a maximum of two hours to be purchased at one time). A motor vehicle which is parked at an expired meter is considered in violation initially, and after each period equal to the maximum time posted for the meter. In such case a parking ticket may be issued for each violation. For example, a vehicle parked at a meter with a two-hour maximum time limit for six hours and five minutes of continuous unpaid parking at the same meter would be eligible for up to three parking tickets.~~

~~(4))~~ Special conditions. The parking regulations are enforced every day, ~~((twenty-four))~~ 24 hours a day. During certain times the following special conditions exist, and the regulations are modified.

(a) Crimson permit zones. ~~((i))~~ Crimson permits are required at all times except during university holidays.

~~((ii) Crimson, orange, and green permits are valid in crimson zones during summer session and vacation periods.)~~

(b) Gray permit zones. ~~((i))~~ Gray permits are required at all times except during university holidays.

~~((ii) Gray, crimson, orange, green, yellow, and red permits are valid in gray zones during summer session and vacation periods.~~

~~(c) University-owned housing areas. Permits are not required in university-owned housing areas at the start of each semester from the Monday of the week prior to the first day of class through the third day of class.~~

~~(d))~~ (c) The parking department may select and designate portions of permit zones as temporary loading zones at the start of each semester to accommodate moving into and out of residence halls and during finals week.

~~((5))~~ (4) Pay parking facilities. Some parking areas provide parking on an hourly basis. Hours of operation and ~~((a schedule of fees))~~ restrictions are posted at the facility entrance. Both the hours of operation and schedule of fees are available at the point of payment. Parking tickets are issued to vehicles that are parked over the duration of time that was paid and for nonpayment. ~~((Parking areas with parking meters are not considered pay parking facilities.))~~

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-220 Signed and marked areas.** (1) Parking on campus is allowed only in the marked and/or signed spaces in parking facilities and on streets. All other areas outside these designated areas are "no parking zones." Each parking facility has signs or markings to indicate the type of permit or payment required, and the times they are required.

(2) Individual parking spaces are marked, and no vehicle may be parked so as to occupy any portion of more than one parking space. The fact that other vehicles were parked in a manner requiring a vehicle to occupy a portion of more than one space must not constitute an excuse for a violation of this regulation.

~~(3) ((Standing (the stopping of a vehicle with the driver remaining in it) is allowed in marked parking spaces, except metered spaces and restricted spaces, even though the vehicle does not have a valid parking permit. Double parking while "standing" is not allowed.~~

~~(4))~~ Should there be a conflict between these regulations, map designation, and on-site signs regarding parking instructions, the on-site sign takes precedence.

~~((5))~~ (4) Permit areas and restricted spaces are not always signed individually.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-250 Motorcycles and mopeds.** (1) The general traffic regulations applicable to motor vehicles apply to motorcycles and mopeds. Motorcycles or mopeds may not be driven on sidewalks or in pedestrian mall areas. Owners of motorcycles and mopeds are responsible for all violations issued.

(2) The university classifies mopeds and motorcycles by engine displacement (also referred to as engine size). This definition applies only to university property and does not replace or supersede the definitions established by the state of Washington for licensing purposes.

(3) Motorcycles and mopeds. Motorcycles and mopeds may park (~~only~~) in spaces which are marked by signs, or the letter "M" painted on the parking surface. Motorcycles and mopeds must display a valid university "M" permit during posted times. During all other times, these spaces are restricted to use by motorcycles and mopeds only. Motorcycles and mopeds may not park at bicycle racks or anywhere within designated pedestrian mall areas at any time.

(4) Motorcycles and mopeds may park in a zone parking space as long as the vehicle is associated with the correct zone permit.

AMENDATORY SECTION (Amending WSR 22-18-025, filed 8/29/22, effective 9/29/22)

**WAC 504-15-370 Vehicle storage and abandonment.** (1) The storage of vehicles, including motorcycles and mopeds, is prohibited on campus unless otherwise authorized by the parking department.

(2) No person may use any vehicle parked on campus as a living unit without specific approval from the parking department. Violators may be cited and the vehicle impounded.

(3) Vehicles are to be maintained in operating condition at all times on university property, except those in an automotive shop designated by the parking department for parking such vehicles. Vehicle repairs or maintenance is ~~((not done))~~ prohibited on campus unless authorized in advance by the parking department.

(4) A vehicle which appears to be abandoned, with or without a current parking permit or license plates, may be cited and impounded after an attempt is made to locate and notify the owner of the impending action.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-450 Replacement parking permits ~~((, indicators, and gate cards))~~.** (1) Sold or traded vehicles. Failure to advise the parking department of a sale or trade for registration purposes may result in continued responsibility to the permit holder for parking tickets received on vehicles.

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to the parking department to receive a free replacement. Individuals failing to comply with this requirement must pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to the parking department immediately upon discovery. A lost or stolen permit may be replaced upon payment to the parking department of the cost of replacing the permit, according to a schedule adopted by the parking department. Lost or stolen permits must be returned to the parking department immediately if recovered.

(3) Windshield replacements. When a permit-bearing windshield is replaced, the permit replacement fee is waived if proof of windshield replacement is presented.

~~((4) Gate card replacement. A lost, stolen, or damaged gate card is replaced upon payment to the parking department of the cost of replacing the gate card, according to a schedule adopted by the parking department.))~~

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-460 False information.** No individual may obtain, attempt to obtain, or use in a manner contrary to these regulations, a modified parking permit or a permit issued upon false information. A violation of this section includes giving a false name, address, identification number, and/or other information known to be false. It also includes the use of a ~~((visitor, conference, and))~~ commercial permit by staff or students. Violation of this provision constitutes the illegal use of a parking permit, and is subject to issuance of a parking ticket.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-470 Recall of parking permits (~~and gate cards~~).**

Parking permits are the property of the university and may be recalled by the parking administrator when:

- (1) The purpose for which the permit (~~or gate card~~) was issued changes or no longer exists (e.g., an individual who no longer lives in a residence hall would be required to return their gray permit for refund or credit toward an appropriate permit);
- (2) A permit (~~or gate card~~) is used on an unauthorized vehicle or by an unauthorized individual;
- (3) A parking permit application is falsified;
- (4) A counterfeit, modified, or lost/stolen permit (~~or gate card~~) is used; or
- (5) The parking permit fee is unpaid.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-520 Parking permits—Form and display.** All parking permits issued must be entirely visible and displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with parking permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a parking permit.

- (1) Autos and trucks:
  - (a) Daily parking permits must be displayed as instructed (~~on the permit~~).
  - (b) Annual parking permits must be displayed (~~on the left side (driver's side) of the windshield. Permits must be mounted completely by means of their own design. No additional substances may be used to adhere the permit unless approved by the parking department~~) as instructed.
- (2) Motorcycles and mopeds. "M" permits must be (~~prominently displayed on the left rear side of the vehicle or on top of the rear tail light. Permits must be mounted completely by means of their own design. No additional substances may be used to adhere the permit unless approved by the parking department~~) displayed as instructed.
- (3) Virtual parking permits (~~because certain parking permissions do not require that a permit be displayed. In those instances, the~~). The virtual permit is associated with the license plate registered.
  - (a) Vehicles must be parked so that the license plate is visible from the driving aisle.
  - (b) No covers may be placed over the license plate that would inhibit the reflectivity of the plate.
  - (c) The alphanumeric characters of the license plate must be visible and unobstructed by license plate frames or other accessories.
  - (d) Individuals with virtual permits must ensure their current vehicle is registered and associated with their virtual permit. This process can be accomplished at the parking department.
  - (e) Multiple vehicles on the same virtual permit do not allow for more than one motor vehicle to be parked in a permit area on campus during the same period.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-540 Zone parking permits—Availability and use.** The management and assignment of parking zones is designed to provide a parking space to each permit holder. However, uncontrolled access to parking areas and unexpected parking demand makes it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort is made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones. ~~((The only exception to this is that the sale of blue permits is not limited.))~~

Staff and students are generally assigned to specific parking areas, referred to as zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking zone assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Orange permits. Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow, red, or blue zone. ~~((These permits may be made available on a daily basis.))~~

(2) Green permits. Green permit holders may park in their numerically assigned green zone, or in any yellow, red, or blue zone. ~~((These permits may be made available on a daily basis.))~~

(3) Yellow permits. Yellow permit holders may park in their numerically assigned yellow zone, or in any red or blue zone. ~~((These permits may be made available on a daily basis.))~~

(4) Red permits. Red permit holders may park in their numerically assigned red zone or in any blue zone. ~~((These permits may be made available on a daily basis.))~~

(5) Crimson permits. Crimson 1 permit holders may park in the crimson 1 zone, or in any gray 1 zone, or blue 1 zone. Crimson 2 permit holders may park in the crimson 2 zone, or in any gray 2 zone, or blue 1 zone. Crimson 3 permit holders may park in the crimson 3 zone, or in any gray 2 zone, or blue 1 zone. Crimson 4 permit holders may park in the crimson 4 zone, or in any gray 1 zone, or blue 1 zone. Crimson permit holders must turn in their crimson permit for a refund or credit toward another permit, if applicable, immediately upon moving out of the residence hall. Only residence hall students are eligible for crimson permits. Residence hall students are eligible for crimson, gray, or blue permits only.

(6) Gray permits. Gray permit holders may park in their numerically assigned gray zone, or in any blue zone. These permits may be made available on a daily basis. Gray permit holders must turn in their gray permit for refund or credit toward another permit, if applicable, immediately upon moving out of a residence hall. Only residence hall students are eligible for gray permits. Residence hall students are eligible for crimson, gray, or blue permits only.

(7) Blue permits. Blue permit holders may park in any blue zone. These permits may be made available on a daily basis.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-560 Other parking permits—Availability and use.** (1)

Visitor permits. For information about visitor parking, refer to the parking department's website.

(2) Golden cougar permits. Golden cougar permits are special permits that are issued to retired or emeritus staff for their sole use in recognition of their service (~~((without additional cost))~~). They are issued on an annual basis and are valid in designated areas that are approved by the parking department. Staff who are employed by the university or by other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit.

(3) Event permits. Event permits are available to patrons who participate in events held on the university campus. They are available on a daily basis only. Event permits are assigned to specific zones on a space-available basis. Event permits are not valid in restricted spaces.

(4) "M" permits. Motorcycle and moped permits are valid within boundaries of areas specifically posted and/or marked for "M" permits. "M" permits are available on an annual and daily basis.

(5) Commercial permits. Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are available on an annual or daily basis. Annual commercial permits are valid in service zones, pay parking (~~((meters))~~) facilities, and orange, green, yellow, red, and blue zones. (~~((Daily))~~) Commercial permits may be assigned to specific zones on a space-available basis. (~~((Commercial permits are not valid in orange zones or pay parking facilities.))~~)

(6) Housing permits. A housing permit is issued to eligible residents of university-owned housing. Housing permits are valid only in specific housing parking areas.

(7) Carpool. Upon application, a (~~((bona fide))~~) carpool (~~((as defined by the campus policies and procedures))~~) is given preference in the assignment of parking zones, and issued a permit that facilitates the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

(8) Departmental permits. Departmental parking permits are available for use by department visitors or employees who need to use their personal vehicles for university business. Departmental permits are (~~((available in different forms and are))~~) valid at (~~((parking meters))~~); service zones; orange, green, yellow, red, and blue (~~((, crimson, and gray permit))~~) zones; and pay parking facilities. Departmental permits are not valid in pedestrian malls or reserved spaces. The use of departmental permits for anything other than official departmental business is prohibited by the State Ethics Act.

(9) Premier guest permits. Premier guest permits are valid at orange, green, yellow, red, and blue zones, and pay parking facilities. Premier guest permits are not valid in pedestrian malls or reserved spaces.

(10) College hill permits. College hill permits are valid in designated numerically assigned parking areas that are approved by the parking department.

~~((10))~~ (11) Night parking permits. Night parking permits are permits issued to designated WSU employees approved by the parking de-

partment that allow the approved employees to park during specific hours in designated areas.

~~((11))~~ (12) Exempt permits. Exempt permits are issued to departments and entities located on campus for university owned vehicles and other publicly owned vehicles. All other publicly owned vehicles owned by entities not located on or regularly doing business on campus must display a valid permit to park on campus. Police, fire, and emergency vehicles are not required to display a permit on campus.

~~((12))~~ (13) Media permits. Media permits are issued to media organizations that need to cover news on the WSU Pullman campus. Media permits are valid in green, yellow, red, and blue zones ~~(, and meters for the maximum time listed on the meter)~~. Media employees who are also WSU students, faculty, or staff may use the media permit only to cover news stories. Media permits may not be used for personal use, attending class, other day-to-day services that fall within normal job duties. Any attempt by WSU students, faculty, or staff to use a media permit in lieu of a WSU permit may result in a fine for illegal use of a parking permit and/or recall of the media permit by the parking department.

~~((13))~~ (14) WSU permits. WSU permits are issued at the discretion of the parking department. WSU permits are valid in orange, green, yellow, red, and blue zones, ~~((hourly))~~ and pay parking facilities ~~(, and parking meters)~~.

~~((14))~~ (15) Day permits. Day permits are sold on a daily basis and are valid in green, yellow, red, and blue zones.

~~((15))~~ (16) Reserved permits. Reserved permits are valid in a designated reserved lot or space.

(17) Service permits. Service permits are valid for a maximum of 15 minutes in a marked service zone. Service permits are issued upon the approval of the parking department.

(18) Mall service permits. Mall service permits are valid for a maximum of 15 minutes in select pedestrian malls. Mall service permits are issued upon the approval of the parking department.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-600 Parking for individuals with disability.** (1) The provisions of this chapter cover disability parking and the payment of fees and fines associated with parking for individuals with disability.

(2) For the purpose of this chapter, individuals with disability refer to individuals with disability who qualify for a state-issued individual with disabilities parking ~~((identification))~~ authorization and permit as provided in chapter 308-96B WAC.

(3) The university uses the state individual with disabilities parking permit ~~((system))~~ authorization to determine eligibility for disability parking.

(4) Unless otherwise authorized, parking in spaces designated for individuals with disability requires a WSU disability permit to park on campus.

(5) Individuals with a WSU disability permit may park in an individuals with disability parking space and any other, nonrestricted permit space within a parking permit zone.

(6) Individuals with a WSU disability permit may not park in restricted spaces with the exception of individuals with disability parking spaces.

(7) Unless otherwise posted, any university parking permit to include a WSU disability permit is not valid in lieu of payment of regular posted fees in pay parking facilities.

(8) A state-issued individual with disabilities license plate, placard, or ~~((permit))~~ tab, etc. is valid in lieu of a WSU disability permit in parking zones during times when a university permit is not required.

(9) The university intends to retain control of access to the pedestrian malls on campus. For that reason a WSU disability permit is required ~~((in lieu of a state-issued individual with disabilities license plate, placard, or permit))~~ as authorization to use a pedestrian mall to access marked individuals with disability parking spaces within the confines of a pedestrian mall. Individuals with disabilities must use the closest entrance of the pedestrian mall to access the disability spaces. Shortcutting of the pedestrian malls is prohibited.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-650 Parking fees and fines.** (1) Schedules for parking fees, parking administrative fees, late payment fees, parking fines and sanctions, ~~((parking meter rates,))~~ prorate and refund schedules, and the effective date thereof are submitted to the president or their designee and to the board of regents for approval by motion, provided, however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or their designee to approve all such fees and fines. The schedules described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's website.

(2) Before purchasing a permit, the balance of any fees and fines owed to the parking department must be paid in full.

(3) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

(4) The annual fee for any shorter period relative to all permits is prorated according to the published schedule.

(5) The proper fee must be paid for all vehicles parked in ~~((parking meter))~~ hourly spaces unless otherwise authorized.

(6) Staff members whose work schedules qualify them for nighttime differential pay may purchase a permit for one-half the regular fee. Verification is required.

(7) Refunds. Annual physical permits being relinquished must be returned to the parking department in person for a pro rata refund in accordance with university policy. Identifiable remnants of physical permits must be returned. In the case of annual virtual permits, the permit purchaser must notify the parking department in person or in writing that they want to relinquish the permit permissions for a pro

rata refund in accordance with university policy. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

(8) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or an entity located at the university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing (~~and storing prepaid~~) parking permits and by making them available as the department deems necessary. Nothing in this regulation allows a university employee to receive, or attempt to receive, any benefit associated with their personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-810 Violations, fines, and sanctions.** (1) Violations and fines. Parking violations are processed by the university. Fines must be paid at the parking department or at other authorized locations, by mail, or from the parking department's website. Schedules for parking violations, fines, and sanctions are posted in the public area of the parking department office and on the parking department's website.

(2) Reduction of fines. Internal policies regarding disposition of parking tickets may be established on approval of the vice president or designee whose responsibilities include supervision of the parking department.

(3) Payment of parking fines.

(a) All parking fines and fees are due upon issuance. Thirty days after date of issuance, a late fee is added to all unpaid parking fines. For example, a parking ticket issued on May 1st is assessed a late fee on May 31st.

(b) Parking fines and fees assessed for any violation results in referral to the university controller's office for internal collection. Where internal collection efforts are unsuccessful, the controller or designee may place a hold on student transcripts, registration, or other university services until outstanding fines and fees are paid, and/or transfer the account to an external collection agency. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines and fees may also lead to towing or use of the wheel lock device described in these regulations. Nor are the proce-

dures discussed above a precondition to towing or use of the wheel lock.

(c) Account balances not paid to the university voluntarily may be forwarded to an external collections agency and are subject to additional collection fees of up to (~~fifty~~) 50 percent, attorney's fees, and court costs when necessary.

(4) Failure to pay fines. Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, and exhausting or failing to exercise appeals provided for in these regulations, may result in the inability to renew a vehicle license through the state pursuant to RCW (~~46.16.216~~) 46.16A.120.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-860 Appeal procedures.** The parking ticket represents a determination that a parking violation has been committed and the determination is final unless otherwise provided or appealed as provided in this chapter.

(1) Purpose. The parking appeals process serves three primary functions:

- (a) To hear parking ticket appeals;
- (b) To hear appeals of wheel lock eligibility determinations; and
- (c) To hear appeals of impoundments.

(2) Procedure. Any individual who has received a parking ticket may appeal the alleged parking violation. Appeal of wheel lock eligibility determinations and impoundments are described in WAC 504-15-865 and 504-15-870. Parking tickets may be processed by an appeals committee member or an assigned hearing officer.

(3) Written parking ticket appeals. The appeal must be in writing and received at the parking department within (~~ten~~) 10 calendar days of issuance of the parking ticket. (~~Online forms for this purpose~~) Forms are available (~~from the parking department~~) online. The parking appeals committee or hearing officer makes an initial decision regarding the appeal within (~~twenty~~) 20 calendar days during the academic year and within (~~thirty~~) 30 calendar days during the summer months after receipt of the appeal. The committee provides a brief statement of the reason(s) for its decision to the appellant within (~~ten~~) 10 calendar days of the decision.

(4) Review hearing of initial decision. If the appellant is dissatisfied with the initial decision, the appellant may request a hearing before a hearing officer or the parking appeals committee. Such request must be made within (~~ten~~) 10 calendar days of the date of the initial parking appeals committee decision. If no such request is received, the initial decision is final. During the hearing the appellant and representatives of the parking department may present and cross-examine witnesses. The hearing officer or appeals committee renders a decision in writing and provides the appellant with the decision within (~~ten~~) 10 calendar days after the hearing.

(5) Appeal to district court. RCW 28B.10.560 provides that an individual who is not satisfied with the final decision of the university may appeal to district court. The (~~application for~~) notification of appeal to district court must be in writing and must be (~~filed~~) received at the parking department (~~office~~) within (~~ten~~) 10 calen-

dar days after the date of the review hearing. The parking department forwards the documents relating to the appeal to the district court.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-865 General.** (1) Pursuant to the provisions of this chapter, an officer must cause a vehicle to be wheel locked, or towed, or both, if:

(a) The vehicle is on the wheel lock-eligible list; or

(b) The vehicle displays a lost, stolen, or counterfeit parking permit.

(2) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

(a) Has been immobilized by wheel lock for more than (~~twenty-four~~) 24 hours; or

(b) Is illegally parked in a marked tow-away zone; or

(c) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or

(d) Cannot be immobilized with a wheel lock device; or

(e) Is illegally parked in a disability space; or

(f) Is parked in an area designated to be used for emergencies, maintenance, events, or construction; or

(g) Is otherwise illegally parked based on the executive authority of the parking department or the university police department.

(3) The driver and/or owner of a towed vehicle must pay towing and storage expenses.

(4) Any vehicle immobilized by use of the wheel lock device in excess of (~~twenty-four~~) 24 hours is assessed a storage fee for each calendar day or portion thereof, beyond the first (~~twenty-four~~) 24 hours.

(5) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(6) No vehicle impounded by towing or wheel lock devices is released until the following fines are paid in cash or with an approved payment card:

(a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the owner;

(b) A wheel lock fee; and

(c) All towing and storage fees.

(7) An individual wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-15-860. However, in order to secure release of the vehicle, such individual must pay the amount of such fines or fees as a bond which is refunded to the extent the appeal is successful.

(8) An accumulation of six unpaid violations during any (~~twelve~~) 12-month period, (~~exclusive of overtime at parking meter violations, and overtime in time zone violations,~~) subjects the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-870 Wheel lock-eligible list.** (1) The parking administrator is responsible for creating and maintaining the wheel lock-eligible list. See definition of "wheel lock-eligible vehicle under WAC 504-15-100(50)."

(2) A wheel lock-eligible vehicle is placed on the wheel lock-eligible list after notice has been issued as provided in subsection (3) of this section and an appeal of the wheel lock eligibility determination, if requested, under subsection (4) of this section.

(3) At least (~~ten~~) 10 days prior to placing a vehicle on the wheel lock-eligible list, the parking administrator must mail a notice to the owner. The parking administrator mails the notice to the address stated on the most current registration records available to the university from a state, or any more current address of which the parking administrator or chief of police has actual written notice. The notice is sent by first class United States mail, postage prepaid. The notice must set forth:

(a) The make and license plate number of the alleged wheel lock-eligible vehicle.

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list.

(c) A list of the three or more alleged unpaid parking tickets, including the parking ticket number, date, time, place of the violation, and the nature of the violation. This list must include all unpaid parking tickets issued to a particular vehicle to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(d) That the owner may avoid the placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date on which the vehicle is subject to placement on the wheel lock-eligible list.

(e) The name, mailing address (and street address if different), and telephone number of the parking department office that may be contacted to appeal the wheel lock eligibility determination. Such an appeal only considers whether an individual vehicle was properly placed on the wheel lock-eligible list and not the merits of an individual parking ticket, which may be addressed pursuant to a separate appeals process described in WAC 504-15-860.

(f) That the vehicle is subject to wheel lock, towing, or both once it is placed on the wheel lock-eligible list.

(g) That all late fees, wheel lock fees, towing, and storage fees must be payable in full to obtain the release of a vehicle wheel locked or towed pursuant to this chapter in addition to payment of any and all unpaid parking tickets on this vehicle or other vehicles owned by the registered owner to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(4) If a request for an appeal of a wheel lock eligibility determination is received by the parking administrator before the specified date in the notice for placement of the vehicle on the wheel lock-eligible list, then the parking administrator must afford the owner an opportunity to appeal the wheel lock eligibility determination prior to the placing of a vehicle on the wheel lock-eligible list. Although the parking administrator does not have the authority to adjudicate

the merits of any parking ticket, she or he must, however, receive evidence and other input from the owner appealing the wheel lock eligibility determination that the notice given under subsection (3) of this section was erroneous or based on erroneous information.

(5) If an owner timely participates in the appeal as scheduled by the parking administrator, they must furnish the owner written notice of their decision prior to placing the vehicle on the wheel lock-eligible list.

(6) After the specified date provided in the notice issued under subsection (3) of this section, the parking administrator must review the records to ensure that the alleged unpaid parking tickets have not been paid or otherwise resolved, and that no information has been received indicating that the notice was erroneous.

(7) Once a vehicle has been placed on the wheel lock-eligible list, it must not be removed from the list unless and until:

(a) The fines and fees on all unpaid parking tickets issued during the time it has been registered to or otherwise held by the owner are paid or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees;

(b) The parking administrator receives reliable information that title to the vehicle has been transferred; or

(c) The parking administrator determines that the placement of the vehicle on the wheel lock-eligible list was erroneous.

(8) If a vehicle is not properly registered in any state or no registration information is available to the university and the vehicle is wheel lock eligible, then notice must be provided by posting on the vehicle a conspicuous notice(~~(, which)~~) or mailed to the confirmed local operator. The notice must set forth:

(a) A description of the alleged wheel lock-eligible vehicle;

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list;

(c) That the owner may avoid placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date certain on which the vehicle is subject to placement on the wheel lock-eligible list; and

(d) That the vehicle is subject to wheel lock, towing or both once it is placed on the wheel lock-eligible list.

(9) An officer must attempt to wheel lock any vehicle which appears on the wheel lock-eligible list when parked, lawfully or unlawfully, on campus.

(10) The parking administrator or the chief of police must ensure that officers are on duty to remove wheel locks from vehicles Monday through Friday between 8:00 a.m. and 5:00 p.m.

AMENDATORY SECTION (Amending WSR 19-11-063, filed 5/15/19, effective 6/15/19)

**WAC 504-15-920 Closed and restricted areas.** In certain designated areas on campus, such as the pedestrian mall in the campus core, driving is restricted to mall service vehicles and vehicles bearing ~~((university))~~ state-issued individuals with disability ~~((permits))~~ authorizations.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 504-15-580            Special indicator decals and hangers.