Parking FAQ’s

1. Faculty/Staff permits are valid for one year expiring on August 31st each year.
2. You must immediately update vehicle information if any changes are made to the license plate or vehicle. Please email or call Transportation Services with updated information at 726-4146 or parking@samford.edu.
3. Vehicles registered must have current automobile insurance policy coverage.
4. Faculty/staff are allowed to park in all parking zones except residential zones.
5. Handicap parking is only allowable with valid State Handicap placard.
6. Handicap and Fire Zone citations are not appealable citations.
7. Citations must be appealed in Banner within 10 days from the issue date of the citation. Use the "Appeal a Traffic Citation” link on the Banner Transportation Services menu.
8. Samford University Parking Rules and Regulations can be found on the Transportation website at http://www.samford.edu/departments/transportation/

Samford University Faculty/Staff Fee Appeals Process

Requesting an Appeal

- First, log in to your personal Banner account through the Samford Portal (portal.samford.edu).
- Click on the BANNER tab at the top of the page.
- Click on the TRANSPORTATION SERVICES menu.
- Choose the APPEAL A TRAFFIC CITATION option.

You will see a 90-day history of your parking/transportation citations. Citations may be appealed for a period of ten (10) days after the date that the citation is posted in Banner. Thereafter, the citation is not appealable, but is still available for viewing.
Parking Appeal Committee Process

The Parking Appeal Committee reviews and resolves traffic appeals that are submitted by faculty and staff. The Parking Appeal Committee is composed of three (3) faculty members and three (3) staff employees, and the Parking and Transportation Manager.

To appeal a citation, an online appeal must be completed in the faculty/staff member’s Banner account on the Transportation Services menu within 10 calendar days of the citation posting in Banner.

Once the Parking Appeal Committee reviews the appeal, the Faculty/Staff member making the appeal will be notified of the decision by Samford email. The Faculty/Staff member’s Banner account will be adjusted based upon the decision.

If the Faculty/Staff member is dissatisfied with the Parking Appeal Committee decision, an in-person appeal may be requested within 10 calendar days of the initial appellate decision. Please email parking@samford.edu to schedule an in-person appeal appointment with the Parking Appeal Committee.

In-person appeals before the Parking Appeal Committee will be granted only if the appellant has appropriate basis for reversal of the initial appellate decision.

The decision of the Parking Appeal Committee appeals process is final.

Payment Process

- Fines must be paid no later than the due date on eBill.
- All fines must be paid by the end of the semester in which the citation was issued, unless it is still in the appeals process.
- If a citation is not paid by the end of the semester in which it was issued, the university will collect the fine and service charge by payroll deduction. Failure to pay the fine when due is a violation of Samford University Policy.
- A Faculty/Staff member who receives more than five parking citations in a given semester or who does not pay his or her fines, resulting in payroll deduction on more than three occasions is subject to having his or her car
booted, towed, or having campus parking privileges suspended.

Parking Appeal Committee Guidelines

The Parking Appeal Committee does not recognize the following as reasonable excuses for violating the parking policies of the University:

- Lack of knowledge of parking policies
- Late to class, appointments, or other events
- Parking illegally for a short amount of time
- Parking illegally because other vehicles were doing the same
- Parking illegally because no legal parking was available
- The Faculty/Staff member forgot to apply for or otherwise obtain the appropriate parking decal

Some Things to Remember

- Citations may take up to two (2) business days to post to your Banner account.
- If you receive a citation that does not post to your Banner account, please contact parking@samford.edu, so that your Banner page can be corrected.
- You will be notified by Samford email of the Parking Appeal Committee’s decision.

Parking maps and shuttle routes are available online at Transportation Services at http://www.samford.edu/departments/transportation/.