PURPOSE

This University of Nevada, Reno Facilities Services (FSD) Policy provides guidance for parking service vehicles and carts while performing work on campus properties.

GENERAL

It is the responsibility of the driver of an assigned vehicle or cart to park in such a manner as to maintain pedestrian walkways, disabled, and emergency vehicle accesses. Further, chosen parking spots shall not obstruct building entrances or otherwise place pedestrians in harm’s way. Whenever possible, vehicles with service vehicle passes shall park in one of the designated FMS only or service vehicle parking spaces. A Service Vehicle Zone Map is available on the Parking and Transportation Services Website.

It may be occasionally necessary to park on the sidewalk. However, at no time shall a service vehicle or cart park in any of the following, unless actively loading or unloading:

- Red curbed or signed fire zone
- Disabled parking zone, or designated disabled access way
- Within 15 feet of a fire hydrant or fire alarm box
- Loading docks
- Within 15 feet of a building entrance
- Within 15 feet of a removable bollard
- Within 15 feet of another service vehicle or cart when on a narrow sidewalk
Do not park a service vehicle or cart in such a way as to obstruct:

- Disabled access
- Pedestrian flow
- Traffic flow
- Pedestrian access to walks, ramps, and building entryways

When performing work in an area with no available or designated FMS only service vehicle parking, alternate parking is allowed in (see Appendix 1):

- The Whalen and West Stadium Parking Complexes
- Green 1 Zone
- Purple 1 Zone
- In any Blue Zone
- Meters (last resort)

It may be necessary to unload tools and equipment at the work area and then park the vehicle in an authorized service vehicle space. Service vehicles are not permitted to park in other silver lot spaces and are subject to parking violations. Special exceptions may be granted for silver signed zones by contacting Parking Services in advance to obtain approval.

During department meetings and trainings, service vehicles shall park in a parking garage or in a service vehicle space only; no other parking space is authorized. Carts have a greater degree of flexibility on where to park, but in no instance shall they impede pedestrian flow, be parked at building entrances, in disabled access lanes, or create a safety concern.

**IMPLEMENTATION**

Each FSD supervisor is responsible for the implementation of this policy within respective area(s) of responsibility.

**TRAINING**

Each supervisor shall ensure regular review of and compliance with the policy. The policy shall be reviewed annually.

**COMPLIANCE**

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.
**FLOW CHART FOR PARKING FSD VEHICLES ON CAMPUS**

- **PREFERRED OPTIONS**
  - FMS ONLY VEHICLE
  - SERVICE VEHICLE
  - PARKING COMPLEXES
  - ANY COLORED LOT **EXCEPT SILVER***

- **USE SPARINGLY**
  - METERS
  - APPROPRIATE SIDEWALK LOCATION (see policy)

- **REQUIRES PERMISSION**
  - SILVER *WITH PRIOR* APPROVAL FROM PARKING SERVICES

*** No parking in meters or silver zones (except parking garages) when attending training ***

*** No parking in disabled zones anytime ***