

Appeals

Definition & Purpose

The purpose of this document is to provide procedures for students, faculty and staff to adjudicate citations assessed or actions taken for violations of Georgia Tech's Parking & Transportation Services (PTS) rules and regulations. If an individual is issued a citation for a parking violation, he/she has the right to appeal if they believe that the citation was not warranted.

The appeals process was established to allow the Georgia Tech community the opportunity to contest the validity of a violation and/or to present extenuating circumstances. Through the appeals process, PTS strives to justly evaluate parking citations and educate the campus community about GT PTS parking policies and procedures to prevent future violations. Additionally, the appeals process provides a means by which PTS can gain additional information to improve services provided to the campus community.

Appeals Boards

The Georgia Tech PTS appeals boards exist to promote and protect the interests of the campus community and serves as the appellate body for parking appeals submitted by any faculty, staff, student or non-affiliate. PTS has two appeals boards as follows:

Student Board

The Student Appeals Board consists of up to seven (7) GT student members, appointed by PTS to review all appeals submitted by GT students and non-affiliates. The board meets every weekday to review appeal submissions.

Faculty and Staff Board

The Faculty and Staff Appeals Board shall consist of up to seven (7) GT faculty and staff employees, appointed by PTS to review all appeals submitted by GT faculty and staff members. The board meets on the 2nd and 4th Thursday of each month to review appeal submissions (dates may change due to holidays or special circumstances).

Appeals Process

Submitting Appeals to PTS

A. First level appeals must be submitted according to the following guidelines:

a. All first level citation appeals must be submitted in writing for faculty, staff, students and affiliates. These appeals will be read/reviewed by the appropriate appeals board. An in-person hearing will not be granted for first level appeals.

b. All parking citations and boot/tow appeals for faculty, staff and students must be submitted online to PTS through The Driver's Seat website (driverseat.pts.gatech.edu) within ten (10) calendar days of the issuance of the violation or boot/tow. Non-affiliated appeals must be submitted online at driverseat.gatech.edu (click Guest Appeals to begin) within ten (10) calendar days of the issuance of the violation or boot/tow. If the appeal is received more than 10 calendar days after the issuance of the citation, the appellant forfeits their right to appeal. The citation will be considered delinquent and will accrue a five dollar (\$5) late fee.

c. Generally, first level appeals are read within 7 calendar days of submission. These times may vary due to Institute holidays or other Institute calendar events.

d. Appellants may provide documentation to support their appeal, such as pictures, receipts, and statements. All documentation should be attached when submitting the appeal through The Driver's Seat, or submitted to the appeals board via info.parking@parking.gatech.edu with the citation number referenced in the subject line.

B. The recipient of a denied first level appeal may request a second level (in-person) appeal. Second level (in-person) appeals must be submitted according to the following guidelines:

a. If the appeal has already gone through the first level appeal process, appellants may re-appeal their citation(s) within ten (10) calendar days of the first appeal decision (Note beginning in August 2016, appellants will be required to pay the citation in full within 10 calendar days of the first level appeal decision or will forfeit their right to a second level appeal)

b. The appellant will be contacted by PTS to schedule an appointment once the appeal is submitted.

c. The appellant's second appeal must contain new evidence as determined by the PTS appeals board to warrant the overturn of the citation.

d. If the appeal is successful, the citation will be dismissed and the citation payment will be refunded in full.

C. The decision of the Student and Faculty and Staff Appeals Board is final and concludes the appeals process.

Hearings

Procedures

- A. All first level online appeals will be reviewed during the Fall, Spring and Summer semesters.
- B. All second level appeals will be scheduled monthly based on the appeals board posted in-person schedule.
- C. If the board has follow-up questions or additional information is required, the appellant will be notified through email and asked to provide the information within 48 hours of the request.
- D. A second level in-person hearing date will be set by PTS staff. The appellant will be notified of the date and time through email no less than ten (10) business days prior to the appeal hearing.
- E. Appellants will be given three (3) minutes to present new or additional testimony to the board.
- F. The board will be given three (3) minutes to ask questions of the appellant.
- G. The board will excuse the appellant for deliberation and immediately render a decision.
- H. The appellant will be notified through email of the board's decision within five (5) business days.

Failure to Appear/Late Arrival

- A. If the appellant fails to attend the scheduled hearing without 24 hour prior notification, the appeal will be automatically denied and the citation upheld.
- B. Appellants who arrive more than 15 minutes after their scheduled hearing time will not be considered for review and the appeal may be automatically denied and the citation upheld.

Appeal Decision

- A. A written decision will be provided by PTS staff to the appellant within five (5) business days of the respective hearing.
- B. The appellant will incur an additional charge of five dollars (\$5) if an "UPHELD" citation fine is not paid within ten (10) calendar days of the decision email notice.

C. Decisions by the appeal boards will be final and cannot be appealed further (after the second level appeal).

Restrictions

Citations will be upheld if any of the following reasons are the basis for the appeal:

- Couldn't find a legal parking space
- Didn't know policies or regulations
- Didn't see posted signs or restrictions
- Couldn't find a convenient parking space
- Had four-way flashers on
- Didn't have money or change
- Inability to pay fine
- Didn't have enough time to park properly
- Just "dropping off" or "standing" for a short time
- Late for class or an appointment
- Inclement weather
- Someone other than a PTS employee gave permission to park
- Will never do it again
- No citation was left on my vehicle
- First-time Offender citation was issued (an appeal for dismissal or further reduction will not be granted unless new supporting evidence is submitted at the time of appeal).