

# Reclaiming Immobilized or Impounded Vehicles

## Definition and Purpose

Booting/Towing and citations are used on campus as a parking enforcement tool. The purpose is to provide information for reclaiming an immobilized or impounded vehicle (including motorcycle, moped or motor scooter).

## Rules and Regulations

- Vehicles impounded or immobilized can be reclaimed in the PTS Office at 828 West Peachtree St., NW (Office entrance/exit is in Area 6 visitor lot).
- Bring a Photo ID.
- Customer will be required to pay
  1. the immobilization fee,
  2. impoundment and storage fee (if applicable),
  3. all outstanding citations,
  4. any late fees accrued.
- After payment of outstanding obligations on the account, the customer will receive a release slip for the vehicle.
- PTS personnel will make arrangements for the customer to meet a parking control officer to release the vehicle from the impound lot or to remove the boot from the vehicle.
- A booted vehicle will have a tire lock (boot) placed on the wheel and a sticker placed on the windshield, with instructions for paying fine and removal of the lock.

## Restrictions

- The institute assumes no liability for damage to vehicles parked on Institute-controlled property during or as a result of immobilization or impoundment.
- Office hours Monday through Friday are from 7:30 am to 5:00 pm
- After 5:00 pm until 11:00 pm, call the dispatcher (404) 385-PARK who will arrange for the customer to meet with a supervisor or parking control officer.
- Impounded vehicles will be towed to the impound lot located behind the campus Police Department. Vehicles considered abandoned and unclaimed for 30 days at the GT Impound lot will be subject to transfer to a commercial storage facility (A-Tow) at the owner's expense.
- Transfer to a commercial facility does not release the vehicle owner from liability for outstanding citations.
- A daily storage fee will be charged for all vehicles impounded.
- Removing or attempting to remove a boot will result in the vehicle being cited and fee imposed for altering, defacing, removing or destroying any official control device, immobilization device, signal, gate or sign.

## References

Annual Individual Parking Permit  
Booting/Towing Procedure Manual  
Citation Appeal  
Citations

Number	PTS-
Effective Date	Permit Year 2015-16
Date Created	January 29, 2013
Date Approved	March 27, 2013
Date Reviewed by Legal	March 27, 2013
Revision Dates	
File Location	