

ADMINISTRATIVE DIVISION Division of Administration and Finance
POLICY NUMBER VMPS 1.00
POLICY TITLE Vehicle Registration
SCOPE OF POLICY USC System
DATE OF REVISION November 12, 2025
RESPONSIBLE OFFICER Director of Parking & Transportation Services
ADMINISTRATIVE OFFICE Parking & Transportation Services

PURPOSE

The purpose of this policy is to establish a system for the accounting of all vehicles utilizing university parking facilities.

DEFINITIONS

Parking & Transportation Services (PTS)

Comprehensive universities: The University of South Carolina Aiken, the University of South Carolina Beaufort, and the University of South Carolina Upstate shall individually be referred to as a comprehensive university and shall collectively be referred to as Comprehensive Universities throughout all university policies

Regional Palmetto College: The University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

System Campuses: The system campuses include the flagship University of South Carolina Columbia, the Comprehensive Universities (University of South Carolina Aiken, University of South Carolina Beaufort, and University of South Carolina Upstate) and Regional Palmetto College (University of South Carolina Lancaster, University of South Carolina Salkehatchie, University of South Carolina Sumter, and University of South Carolina Union) campuses.

POLICY STATEMENT

The purpose of this policy is to establish a system for the accounting of all vehicles utilizing university parking facilities.

All persons who use university parking facilities other than metered spaces must register their vehicle by purchasing a parking permit from PTS. The parking permit must be properly displayed according to the current PTS rules and regulations posted on the PTS website.

All motor vehicles operated or parked on university property must be property registered with PTS. Registration must include accurate and current vehicle information, including

the make, model, and license plate number. Each license plate must be directly associated with a valid and active parking permit issued by PTS.

It is the responsibility of all parking permit holders to ensure that their address and contact information on file with PTS remains accurate and up to date. Any changes must be reported promptly to PTS to maintain effective communication and compliance with rules and regulations.

A parking permit gives a holder the privilege of parking on campus but does not guarantee the holder a parking space unless specified. Campus parking is first come, first served in the areas in which the parking permit is valid unless otherwise specified.

Regulations apply to drivers of all vehicles, whether public or private, and are enforced 24 hours a day unless otherwise provided in the regulations.

PROCEDURES

A. Rules and Regulations Governing Students

Prior to the beginning of the academic year students must purchase a parking permit, and may do so throughout the semester if needed. Parking permits may be purchased online and/or in person per [Permits - Parking and Transportation Services](#).

B. Rules and Regulations Governing Faculty and Staff

Faculty and Staff members employed by the University are eligible to purchase parking permits.

1. Parking permits may be purchased online and/or in person per [Permits - Parking and Transportation Services](#)
2. Faculty and staff parking is permitted only in the zone for which the parking permit is issued. PTS will promulgate regulations and allocations designed to maximize access to parking for faculty and staff throughout the day. A faculty or staff member may obtain one parking permit only.
3. Faculty and/or staff members who drive a replacement vehicle instead of a registered vehicle may temporarily transfer their parking permit to the substitute vehicle. If the registered vehicle is to be permanently replaced, PTS must be notified. Persons who fail to transfer their parking permit may obtain a temporary parking permit from PTS. Temporary parking permits may be obtained during regular university hours, Monday through Friday. Temporary parking permits of this type may not be issued for more than 30 days.
4. Faculty, staff, and students with outstanding parking violations are subject to having their vehicle towed and parking privileges revoked. These parking permit holders may not be eligible for renewal parking permits during the subsequent academic year.
5. PTS will make every effort to discuss major changes in parking rates, regulations, or allocation

that affect faculty, staff, and students with each government association. Government associations will not have any decision-making authority over the change, but will communicate to PTS the impact of the proposed changes on faculty, staff, and students' ability to engage in their responsibilities.

C. Parking Permits for Retired Employees

All retired University personnel may be eligible to purchase an "RT" parking permit. This parking permit allows the holder to park in any faculty/staff lot on campus at any time of day.

D. System Campuses (excluding Columbia)

For University of South Carolina institutions other than Columbia, parking, vehicle, and transportation operations are managed locally under each institution's approved procedures.

The Director of Parking & Transportation Services at USC Columbia will coordinate with each institution's designated authority (e.g., Chief Business Officer, Campus Police Chief, or Facilities Director) to:

1. Ensure alignment with state and university requirements;
2. Share best practices for safety, insurance, and enforcement; and
3. Maintain systemwide consistency where feasible while allowing for campus-specific procedures and infrastructure differences.

Each institution must publish its local procedures on its official website

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 01, 2021	Modified to allow time for faculty input before changes in parking rates, regulations, or allocations are implemented.
November 12, 2025	Updated language to align with current departmental terminology and incorporated provisions requiring vehicle registration through PTS. Include procedures for system campuses.