

PROCEDURE TITLE:	UNIVERSITY PARKING
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## 1.0 PURPOSE

Parking on University grounds is a privilege provided to the University's employees, students, and visitors. The purpose of these procedures is to establish appropriate and necessary administrative processes, rules, and regulations to ensure the orderly and systematic utilization of available parking locations, including adherence to enforcement provisions of the Ohio Revised Code (Sec. 3345).

## 2.0 PARKING GATE CARDS

- 2.1 All University employees, members of the University Board of Trustees, SSU Development Foundation Board members, and others authorized by the University President or designee, may be issued cards to the gate-controlled parking area(s).
- 2.2 The Department of Human Resources (HR) is responsible for managing parking gate cards for University employees for gate-controlled lots.
- 2.3 Parking Gate Card Issued – The issuance of parking gate cards to employees will typically occur during the new-hire, on-boarding process or upon request by the employee or department head.
- 2.4 Parking Gate Card Return - When an employee terminates employment, the employee is responsible to return the gate card to HR prior to his/her departure from campus.
- 2.5 Parking in Gate-Controlled Lot
  - 2.5.1 Parking in a gate-controlled lot is limited to the defined parking areas.
  - 2.5.2 Possession of a gate card does not guarantee the vehicle driver a parking space.

2.5.3 Parking in the entrance, exit or aisle ways, or in handicapped parking spaces without the appropriate permit, is prohibited.

2.5.4 The use of a gate card is intended for the designated individual and use by another person, including a family member, is not permitted.

### 3.0 PARKING REGISTRATION

3.1 Registration of motor vehicles is required by anyone parking on campus property (owned or leased) and is part of the campus parking permit registration process conducted by HR for employees and the Department of Public Safety for students and visitors (see par. 4.7).

3.2 As a condition of registration, individuals will certify by signing the registration forms, that they have read the terms outlined in this procedure and agree to abide by them.

3.3 Registration permits must be displayed on the rearview mirror or a place clearly visible through the windshield with the registration number clearly displayed. Registration permits are NOT transferable from the individual to whom they are issued to any other individual. Permits are not transferable to other vehicles except upon notification and approval by DPS. Replacement permits required for any reason will be issued by the DPS.

### 4.0 PARKING PERMITS

4.1 Upon satisfactory completion of registration of vehicle(s), a parking permit will be issued in accordance with the particular request and need for such issuance (e.g., housing, commuter, employee, etc.).

4.2 Parking permits must be visible through the front windshield when parked. Parking permits DO NOT guarantee a parking space on campus.

4.3 The implementation of a parking fee upon employees will be in accordance with the applicable University policies and collectively bargained agreements.

#### 4.4 Special Parking Permits

4.4.1 Special parking permits (i.e., handicap parking passes) allowing the holders to park in areas other than those for which they already hold University permits must be obtained through the appropriate state agency.

#### 4.5 Special License Plates

- 4.5.1 Vehicles bearing Ohio license plates with the special Shawnee State University imprint may park in any lot except lots which are gated or parking spaces which are designated for visitor parking.
- 4.6 Workshops, Events, and Non-credit classes
  - 4.6.1 Departments planning and arranging an event or conference via the Department of Event & Conference Services, or workshops or classes for non-credit student attendees scheduled through the Department of Educational Partnerships may request parking permits through the Department of Public Safety (DPS). Such request should occur at least ten (10) days prior to the start of the scheduled event or activity if it is necessary to reserve parking spaces. In such case, the campus community will be notified of temporary restrictions, if any, by DPS.
- 4.7 Occasional Visitors
  - 4.7.1 Each department head may provide temporary parking permits to occasional visitors. Such temporary permits shall be issued for a maximum of one-week, unless prior arrangements are made with DPS. Such temporary parking permits shall be obtained through the DPS and note the duration directly on the temporary permit.
- 4.8 Athletics and Cultural Events
  - 4.8.1 Parking of vehicles in designated parking areas while drivers or passengers attend athletic and cultural events on campus is permitted.
- 4.9 After-Hours Parking
  - 4.9.1 After 5:00 p.m. Monday through Friday and all day Saturday and Sunday, all parking areas are open for general parking unless access is restricted by a gate or other physical barrier.
  - 4.9.2 All housing residents must park in areas assigned to them through Housing and Residential Life. Residents of University housing on Glover Street may park in the designated Commuter Lots on the campus after 5:00 p.m. Monday through Friday and all day Saturday and Sunday until 5:00 a.m.
- 4.10 Motorcycle
  - 4.10.1 Motorcycles are required to park in designated vehicle parking spaces.
- 4.11 Abandoned Vehicles

- 4.11.1 Vehicles without a current University permit or state registration that remain parked on campus for more than five (5) consecutive days may be declared abandoned and towed at the owner's expense. [Ord. 303.085]

## 5.0 PROCEDURE TO REGISTER VEHICLES

### 5.1 Students

- 5.1.1 Students registered at the University wishing to park a vehicle on University property (owned or leased) must register the vehicle with DPS and display a valid parking permit, which is visible through the front windshield. Students may not register the vehicle of another student.

### 5.2 Staff/Faculty

- 5.2.1 All faculty and staff must register their vehicles while employed at SSU. Part-time faculty must register their vehicles for each term for which they have a teaching contract. Faculty/staff may not register the vehicle of another faculty/staff member.

### 5.3 Invited Guests

- 5.3.1 Invited guests must display their parking permit through the front windshield.

### 5.4 Contractors

- 5.4.1 All contractors and their employees must register their vehicles with DPS and display the parking permit through the front windshield.

## 6.0 BICYCLES AND SKATE BOARDING

- 6.1 Racks are provided for bicycle parking. The racks are the only approved parking location. Failure to park in an available rack is subject to penalty and/or impoundment.
- 6.2 Bicycles may not be brought into any academic or administrative building unless otherwise designated. Those found are subject to penalty and/or impoundment.
- 6.3 Bicycles must be removed from the racks during the period of time the student is not enrolled in school. Bicycles left in racks beyond seven (7) days of the last final exam each term are subject to storage by Shawnee State University for three

(3) months and then disposed in a manner as determined by the Director of the Department of Public Safety.

- 6.4 Bikes may be ridden in any local roadway or area where motorized vehicle operation is permitted.
- 6.5 Although City Ordinance prohibits riding on some City sidewalks, University students, faculty, and staff are permitted to ride bicycles, skate boards, in-line skates, and roller skates on campus sidewalks under the following conditions:
  - 6.5.1 Riders must yield the right-of-way to pedestrians;
  - 6.5.2 Bicycles must have an operative sounding device (bell, horn, etc.) and respect campus property.
  - 6.5.3 Damage to campus property may result in a penalty or impoundment.
  - 6.5.4 Users of the above devices must obey all vehicular traffic laws which are defined in the Ohio Vehicle Law Manual.
  - 6.5.5 Bicycles should be registered through the DPS.
  - 6.5.6 Refusal to comply with the above conditions may result in the rider's loss of such privileges.

## 7.0 AVAILABLE PARKING AREAS

Campus maps that identify faculty, staff, student and visitor parking areas are available through the DPS Office and posted on the University website.

## 8.0 ENFORCEMENT AUTHORITY

### 8.1 Department of Public Safety

- 8.1.1 Enforcement of University parking rules is the responsibility of the Department of Public Safety (DPS). The Director of Public Safety (the SSU administrator who is responsible for campus security/police services) and DPS officers are authorized and directed to enforce these regulations by citations on sight of anyone violating these regulations, by serving notice of such violations either upon the person found violating the same or upon the vehicle found in violation. Citations will provide notice of the type of violation and the location and approximate time of the violation. Parking in non-university parking areas/property is subject to City Ordinances.

### 8.2 Temporary Modification

8.2.1 The Director of Public Safety shall have the authority and responsibility for temporarily modifying certain provisions of the vehicle parking regulations under extraordinary or unusual circumstances when such modification is in the best interest of the University.

### 8.3 Presumptions

8.3.1 If any vehicle is found on University property in violation of these regulations, the owner or the registrant shall be responsible.

### 8.4 Impoundment

8.4.1 In those instances deemed necessary and proper by the Director of Public Safety, vehicles found in violation of safety rules (e.g. fire lanes) and constitute a hazard or obstruction to the normal movement of traffic may in addition to being cited for said violation, be impounded through a towing service or through immobilization in place. In order to secure the release of said vehicle, the person having a right to secure release must first satisfy the outstanding violations and impoundment fees.

### 8.5 Disposition of Abandoned Vehicles

8.5.1 Vehicles deemed to be abandoned in accordance with the Abandoned Vehicle paragraph in Section 5 may be impounded through a towing service. This action may be taken after written notice is posted on the vehicle of intent to tow/impound and the officer attempts to locate the legitimate owner of the vehicle to have it moved and the legitimate owner cannot be located, or cannot or will not remove the vehicle within a reasonable length of time, at least five days preceding the towing or impoundment.

### 8.6 Signage

8.6.1 Wherever rules are promulgated that designate an area is limited to certain parking, said rule shall be effective when proper signs giving notice have been erected in the area, or when DPS personnel or parking personnel are present and directing parking and traffic.

## 9.0 FAILURE TO PAY FOR VIOLATION

### 9.1 Presumption of Guilt

9.1.1 If a person, who is served with a notice of violation or upon whose vehicle a notice is served, fails to pay the penalty or to file a timely

appeal, the University may treat this failure as an admission of violation and as consent to the assessment of the fine.

9.1.2 Fines not paid within ten (10) days of initial notice or action on a timely appeal, whichever is later, are a debt to the University, subject to appropriate collection procedures.

## 9.2 Authority to Pursue Prosecution and Collection

9.2.1 If a person upon whom a violation notice is served, or the owner of a vehicle upon which a violation notice is served fails, within ten (10) days after service, to pay the penalty or file an appeal as provided, or after such appeal shall have been determined against him/her, fails to pay the penalty, the Director of Public Safety is empowered and directed to pursue the collection of the violation and/or other penalties.

## 9.3 Students

9.3.1 The Director of Public Safety and/or the Bursar may certify the violation and the prescribed fine to the Registrar and the Registrar shall withhold such student's registration for subsequent terms or withhold the certification of such student's graduation from the University, or both, until the prescribed fines have been paid. The student may also suffer loss of parking privileges and revocation of registration.

## 9.4 University Employees

9.4.1 The Director of Public Safety may, at his/her discretion, revoke the parking privileges for a University employee. The Director of Public Safety shall withhold vehicle registration and permits in subsequent registration and permit until the penalties have been paid or access to the restricted area is restored through the appeal process.

## 9.5 Loss of Parking Privileges and Appeal

9.5.1 Persons who receive three (3) unexcused violations during the regular academic year (Fall through Spring term) or two unexcused violations during the summer term may automatically have parking privileges revoked. The vehicle involved is subject to being towed or impounded if parked on University property.

9.5.2 Persons with two or more unpaid violations are subject to having their vehicles towed or impounded/immobilized on University property.

9.5.3 Revoked parking privileges may be reinstated only upon the approval of the Director of Public Safety.

- 9.5.4 The decision of the Director of Public Safety to revoke parking privileges or deny reinstatement may be appealed to the Parking Appeals and Review Committee within ten (10) calendar days after the individual is sent notice by U.S. mail or University email.

## 10.0 VIOLATIONS AND FINES

### 10.1 Two or Three Wheeled Vehicles

- 10.1.1 Two or three wheeled motorized vehicles, including ATVs and motorized bicycles are restricted to areas designated for such vehicles.

### 10.2 Parking Prohibited

- 10.2.1 No person shall park any vehicle or let any vehicle stop or stand on the campus of the University or property managed by the University except in areas and at the times and under the conditions set out in these regulations or by order of the Director of Public Safety.

### 10.3 Posted Parking

- 10.3.1 Signage identifies authorized users of specific lots and spaces by color or type of registration permit.

### 10.4 Giving False Registration Information

- 10.4.1 No person shall knowingly give false information when registering a vehicle or applying for a permit or decal as provided in these regulations, and if such information is given by any persons, the registration and permit of such person shall be referred to proper University authorities for disciplinary action deemed appropriate (and in accordance with applicable University policy or collectively bargained agreement) in addition to the penalties contained herein.

### 10.5 Invited Guests

- 10.5.1 Invited guests are required to display a temporary permit, if parking in spaces not reserved for visitors.

### 10.6 Fine Schedule

- 10.6.1 The Vice President for Finance & Administration or designee has the authority to establish and change the fee schedule for fines.



10.6.2 The Director of Public Safety will periodically review the fine schedule and other penalties for violation of the rules and regulations of vehicle parking. Consideration to revise the fine and penalty schedule related to parking violations will be reviewed with the Parking Appeals and Review Committee.

10.6.3 The proposed revisions will be submitted to the Vice President for Finance & Administration. Upon the approval, such revisions or additions to the fine and penalty schedule will become effective and enforceable.

10.6.4 The parking fines will be incorporated into the University's Fines and Cost Recovery Schedule and posted at:  
[http://shawnee.edu/offices/public-safety/motor\\_vehicle.aspx](http://shawnee.edu/offices/public-safety/motor_vehicle.aspx)

## 10.7 Fire Lanes

10.7.1 Parking is not permitted in fire lanes. Fire lanes are designated by signs or yellow curbing adjacent to buildings.

## 11.0 PARKING COMMITTEE AND APPEALS

### 11.1 Composition

11.1.1 The Parking Appeals and Review Committee (PARC) shall consist of five (5) members: One faculty member (appointed by the University Faculty Senate), one administrator (appointed by the University Administrative Assembly), one staff member (appointed by the University Staff Assembly), one student (appointed by the Student Government Association), and the Director of Public Safety.

### 11.2 Appointment Period

11.2.1 Committee members will be appointed to serve as follows:

11.2.1.1 Faculty - 2 years

11.2.1.2 Administrator - 2 years

11.2.1.3 Staff member - 2 years

11.2.1.4 Student - 1 year

11.2.1.5 Director of Public Safety – ongoing and serves as chairperson

- 11.3 The committee will meet at the call of the Chairperson. Three members of the committee constitute a quorum.
- 11.4 If a committee member resigns, the original appointing body has the responsibility of reappointment for the unexpired term.
- 11.5 Authority of Committee
  - 11.5.1 The Parking Appeals and Review Committee (PARC) shall have the authority to consider appeals of parking citations of the Shawnee State University vehicle parking regulations. In addition, the PARC shall, at the request of the Director of Public Safety or designee, serve in an advisory capacity concerning matters of enforcement, parking regulations, and parking procedures.
- 11.6 Appeal Procedure
  - 11.6.1 Any person upon whom or upon whose vehicle a notice of violation has been served may file an appeal using a form provided by the Department of Public Safety. The completed and signed appeal form must be delivered to the DPS within ten (10) working days from the date of the violation. The form must be fully completed and include, among other requested items, identification of the violation notice or a copy thereof and any facts pertinent to the merits of the claim on which the appellant bases his or her appeal.
- 11.7 Screening of Appeal
  - 11.7.1 The Director of Public Safety or a designee will attempt to mutually resolve an appeal. If not resolved, the Director of Public Safety or designee shall refer the appeal to the PARC. The PARC decision is not appealable.
- 11.8 Appeals Consideration
  - 11.8.1 The Director of Public Safety will present the facts surrounding the alleged violation and the service of the notice for PARC consideration. Factors that may be considered include but are not limited to:
    - 11.8.1.1 Written description of the violation
    - 11.8.1.2 Evidence of the alleged violation
    - 11.8.1.3 Date of notice of violation

- 11.8.1.4 That the appellant is the registrant of the vehicle and/or is identified as the violator
  - 11.8.2 The Appellant will be given an opportunity without interference to demonstrate to the PARC that s/he should not be held responsible for the violation.
  - 11.8.3 The PARC will consider each appeal based on the evidence that is presented.
  - 11.8.4 If an appellant asserts that a person other than the appellant is responsible for the violation (even though the vehicle is registered to the appellant), the appellant will be held responsible for the violation. The identification of the alleged other driver/operator is required in order for modification of the appeal results to be considered.
- 11.9 Disposition of Appeal
- 11.9.1 Upon consideration of the appeal, the PARC shall dispose of the case by:
    - 11.9.1.1 Finding that the violation was committed as charged.
    - 11.9.1.2 Finding that the violation was not committed as charged. In such event the notice of violation shall be withdrawn.
    - 11.9.1.3 Finding the violation was committed but mitigated by extenuating circumstances and reduce the fine imposed.
    - 11.9.1.4 Properly document and record the finding according to applicable University record retention rules.

History

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