

# 2011–2012

## SHEPHERD UNIVERSITY

### PARKING AND VEHICLE REGULATIONS

- A. These regulations are formulated by the Shepherd University Police Department and approved by the University President. Parking violations must be paid or appealed within 10 work days of the issuance of a ticket. Thereafter, unpaid violations may be referred to Magistrate's Court or posted to the account of students and employees. Appeals will not be granted after 10 business days of ticket being issued. Failure to pay fines may result in a records hold, including a denial to register for class, or for employees, loss of certain privileges/benefits related to employment.
- B. All motor vehicles and motorized vehicles are subject to these regulations while on campus. They are also subject to State laws and to local ordinances where applicable. The person in whose name a parking decal is issued will be responsible for any violation involving that vehicle. The titled owner and any student who is demonstrated to have used an unregistered vehicle will be responsible for applicable violations.
- C. The University reserves the right to change any and all parts of these regulations. Changes will be announced.
- D. Although police will periodically monitor parking lots, the University can assume no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- E. Parking fees are used to help cover the cost of supervising and maintaining streets and parking areas. Fee amounts are described in Appendix A and are available at the University Police Office.
- F. The responsibility for finding a legal parking space rests with the vehicle operator. A permit does not guarantee a convenient place to park. Lack of space immediately near a destination building is not considered a valid excuse for violation of these policies.
- G. Vehicles must be parked in a valid parking space. All valid parking spaces are marked on the surface with paint, or with bumper blocks. Oversized vehicles, including RVs and trailers, are not permitted without advance authorization.
- H. Yellow curb or bumper block and signage denote faculty/staff spaces in lots otherwise assigned to student parking.
- I. Pedestrians shall at all times be given the right-of-way at intersections. When a handicapped person is crossing or attempting to cross a street, drivers shall take such precautions as may be necessary to avoid injuring or endangering such a pedestrian. Bicycles must yield at all times to pedestrians on streets and sidewalks.
- J. The speed limit on campus is 15 miles per hour (this includes bicycles). (Note: When pedestrian traffic is heavy, vehicles should be driven more slowly.)
- K. Students should always park on campus when attending class or University events. Please avoid discourteous and illegal parking around or in front of the property of a town resident or on German Street.
- L. Any student who improperly registers a vehicle for another student (i.e., for another student who is eligible to park only in an alternative lot) is subject to disciplinary action. The student whose vehicle is being improperly registered is subject to the same disciplinary action.
- M. Disabled or abandoned vehicles may not be left or parked on campus. Any vehicle that sets unmoved for more than 30 days or when classes are not in session, i.e., Thanksgiving, Christmas, and summer break or in any lot that is designated "closed" is subject to removal at owner's expense, unless approved in advance by the University Police Department in writing. This will include towing and impounding fees.
- N. Pan Tran bus service is available from West Campus to East Campus and vice versa. Interested students can obtain further details from the Office of Residence Life or the Student Center Information Desk.
- O. Emergency Snow Removal. During periods of heavy snow and times of snow removal, it is the responsibility of the decal-holder to move the vehicle for snow removal—otherwise the vehicle will be towed at owner's expense. When a snowfall of 4 or more inches occurs, any car of a resident student parked in a staff parking space or on King Street will be deemed to be obstructing the snow removal and is subject to towing at owner's expense.
- P. Skateboards: Skateboards are prohibited from streets, sidewalks, or parking lots throughout the Campus.
- Q. Motorcycles must use the designated motorcycle parking area in A-Lot or E-Lot as expressly designated by signage. Motorcycles may not be parked in full-size vehicle parking spaces.
- R. Visitor parking spaces, whether metered or not, are restricted from use by students or employees. **All metered parking spaces are for visitors only.**
- S. Generally, handicap spaces are valid for any vehicle with official Handicap parking decal. However, a limited number of handicap spaces are reserved to vehicles with staff decals, as expressly marked by signage.
- T. All bicycles on campus must be registered with the University Police Department and display a bicycle permit. There is no fee for this permit.

#### PARKING PERMITS

- A. All faculty, staff, and students who park a motor vehicle on Shepherd University premises must have a permit for the designated area in which they park. Students who drive more than one vehicle must have a parking permit for each vehicle. Transfer by students of an assigned decal to an unregistered vehicle is prohibited.
- B. Application for parking permits should be made at the University Police Department; the office hours are 8:00 a.m. to 4:30 p.m. To apply for a parking permit come to the University Police Department and bring the vehicle's registration card you are registering along with your driver's license.
- C. Student parking decals are to be placed on the outside rear window. Motorcycles and convertible-top vehicles must show decal on front windshield, bottom of driver's side, or front forks if no windshield available. Decals must be clearly visible. All previous decals should be either removed or covered with the most recent issue. The decal is not transferable from one vehicle to another. If parking decal or temporary permit is altered in any way, it immediately becomes invalid. Staff parking hang-tags must be displayed on the rearview mirror. Failure to display your parking decal will result in a parking violation. Hangtags should not be left in place while operating the vehicle. Staff hangtags are good for any vehicle operated by the employee but are not transferable to any other person. Parking decals expire on August 1 each year.
- D. Persons with permanent or temporary physical handicaps will need to be aware of the following: You will be required to have a DMV license plate (handicapped) or a rear view mirror hanging permit. You will also need a Shepherd University Parking Permit.
- E. If, during the course of the academic year, a student goes from being a resident student to a commuting student, or vice versa, a new transfer decal is required.

*\*Temporary parking permits may be obtained from the University Police Office. These permits are available to students/staff whose registered vehicle is temporarily out of use and to visitors. (The definition of a visitor is: non-student or non-employee.) A temporary parking pass does not authorize free parking at parking meters.*

RED:	Commuter Students
BLUE:	Campus Resident Students
GOLD:	Staff Lot "H" — Lot Only (northern end)
BLUE/RED HANGTAG:	Faculty/Staff
MOTORCYCLE:	Motorcycles

NOTE: BE WATCHFUL FOR NEW PARKING SIGNAGE.

The University Police Office is located in Room 105, Sara Cree Hall. The telephone number is 304-876-5374. Failure to pay fines and/or late fees will result in sealing the student's academic records.

## ENFORCEMENT

These Parking and Traffic Regulations apply 24 hours per day, except as expressly otherwise noted. Parking decals are required from August 15 to May 15. A, F, G and H Lots, and King Street, are open to all vehicles for parking from 4:30 p.m. to 6:00 a.m. and weekends. B Lot will be available to any classification of student whenever the entrance gates to B Lot are left raised. B-Lot will generally be made available from 4:30 p.m. Friday until 12:01 a.m., Saturday night/Sunday morning [tickets will be issued on Sunday afternoons].

The East Campus Residence Hall loop is open to students only for loading and unloading during "move-in" and "move-out" periods. The gates will be raised on those days, and parking must be limited to no more than 15 minutes.

## PENALTIES

Penalties include warnings, fines, and towing a vehicle parked in violation of these regulations.

- A. PENALTIES/TICKETS for parking in handicapped spaces will require payment of a fine plus vehicle will be towed. This is enforced 24 hours a day, 365 days a year. 1st Offense \$200; 2nd Offense \$300; 3rd Offense or thereafter \$500.
- B. PENALTIES/TICKETS requiring the payment of a \$10 FINE will be issued for the following violations:
1. Blocking fire lanes, other vehicles, roadways (i.e. double parking), fire hydrants, the entrance to buildings, and the nursery school parking spaces.
  2. Parking or riding any motorized vehicle in campus buildings.
  3. Parking, storing, or using mobile trailers or truck-mounted campers on campus except long enough to load or unload a student's belongings.
  4. Entering by vehicle into any area of the University campus that has been closed off by the use of barricades or designated as closed.
  5. Parking an unregistered vehicle on campus.
  6. Parking in any area other than the area designated by the permit.
  7. Failure to move a vehicle when requested to do so for snow removal or for an emergency.
  8. Parking or driving on sidewalks or grass; parking in No Parking zones.
  9. Student or employee parking in a Visitor's Parking zone.
  10. Failure to park within marked spaces. The only legal parking spaces are those marked with a painted line or a bumper block. If neither a bumper block nor paint on hard surface marks a space, then no valid space exists there.
  11. Failure to display a decal or the improper display of a decal by anyone who has a valid permit (taping decal to window is improper display).
  12. Parking or driving in the wrong direction.
  13. Speeding on Campus or adjacent roadways.
  14. Driving too fast for conditions.
  15. Littering on Campus property.
  16. Disregarding a Stop sign.
  17. Defective equipment—fail to maintain vehicle.
  18. Failure to yield to pedestrian in a crosswalk.
  19. Failure to remove your vehicle during snow removal.
  20. Parking in Nursery School Zone over 15 minutes.

*\*Special Note: In addition to being ticketed, individuals who violate any of the above regulations that are preceded by an asterisk or parked in red curb, fire lanes, or handicapped space will be towed at owner's expense. Any towed vehicle will be parked in an area designated by Police. Once a tow truck has been summoned, the owner of the vehicle is responsible for the towing charge. The University is not liable for any damage to a vehicle towed for violation of vehicle regulations.*

- C. A vehicle which continues in a violation status for periods exceeding 90 minutes will be subject to additional citations. NOTE: Fines unpaid after 10 days will be posted to student's account.

## GENERAL LOT UTILIZATION

- A-Lot: Commuter Students (Red Decals). Entrance and exit at High Street only.
- B-Lot: Faculty and Staff. Gated entrance at King Street near Ikenberry.
- C-Lot: Closed to all students at all times except for temporary loading and unloading during resident check-in/check-out periods and as otherwise approved by Residence Life Office.
- King Street: Commuter Students (Red Decals), except as otherwise designated by signage. Students and staff are prohibited from metered spaces, which are for visitors only.
- D-Lot: Faculty/Staff and visitors only. No Student Parking at any time.
- E-Lot: Resident Students (Blue Decals).
- F-Lot: Commuter Students (Red Decal), except where designated for Staff.
- G-Lot: Commuter Students (Red Decals), except where designated for Staff.
- H-Lot: Resident Students (Blue Decal); available as overflow lot for Commuters/Red Decals.
- I-Lot: Resident Students (Blue Decal)
- J-Lot: Faculty/Staff Only



### Appendix A

The base price for a parking decal is \$70.00. On and after January 1, 2012, a parking decal can be purchased for the remainder of the academic year for \$35.00.

If an employee will not be parking a vehicle on campus at all during the year, but needs access through the staff parking lot gates for work purposes, they may submit a written statement to the University Police Department and the request will be reviewed.

For University employees only, an employee whose annual salary is less than \$25,000 is eligible for a discount fee of \$25.00. For these employees, no further discount is provided after January 1.

For University employees only, a Faculty/Staff member may elect to receive a gold permit at no charge. A gold permit will allow a vehicle to park in the specifically designated area in Lot-H (see map for area). A Faculty/Staff can only receive a gold parking permit if they elect not to purchase the standard \$70.00 hanging permit. Remember the gold "Free" permit is only valid in the specifically designated area in the north/west corner of "H"-Lot.

When a student needs to transfer a decal/vehicle registration to either an alternative decal or for a replacement vehicle, or if staff member loses their hangtag, the transfer decal fee is \$2.00. This transaction must be done in the University Police Office, Room 105-Sara Cree Hall. In order to qualify for a transfer fee, the old decal must be scraped off the vehicle and returned to the University Police Office.