

Vehicle Parking Policy

- 1.0 Shawnee State University has the authority to control and regulate the use of vehicles on the land and property of Shawnee State University on its Portsmouth campus.
- 2.0 The Board of Trustees authorizes the President or a designee to adopt written procedures for parking and control of vehicles parked on campus in consultation with the university governance bodies.
- 3.0 The enforcement of vehicle parking statutes, rules, and regulations pursuant to the direction and authority contained in Chapter 3345 of the Ohio Revised Code shall rest solely with the President or a designee of the President and others who are employed or directed to enforce said rules and regulations.
- 4.0 The specific rules and regulations relating to these matters will be periodically revised and updated by the Administration in consultation with the appropriate university governance structure. Rules and regulations shall delineate prohibitions and establish an appeal process for citations issued for violations of parking and regulations enacted regarding parking enforcement.
- 5.0 Persons who operate, park, or leave a vehicle on the grounds of Shawnee State University consent to the terms and conditions of this policy and implementing procedures.

1.0 Parking Requirement and Procedure

1.1 Registration and Application:

Registration of motor vehicles as required herein shall be made on forms prescribed by the Presidential Designee as part of the parking permit registration process. As a condition of registration, applicants will certify they have read this procedure and agree to abide by it.

1.2 Parking Permits:

Parking permits shall be issued to applicants in accordance with the particular classification of the applicant and the criteria for such issuance. Parking permits must be visible on the vehicle when parked on campus. Parking permits **DO NOT** guarantee a parking space on campus.

1.3 Special Parking Permits:

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

1.4 Workshops and Short Courses:

Individuals or departments planning and arranging conferences, or short courses for non-student attendees may request through their Divisional Vice President at least ten days prior to the commencement of the scheduled event reserved parking spaces. After confirmation of the request by Security the requesting office will notify the campus community of temporary restrictions.

1.5 Occasional Visitors:

Each department may issue temporary parking permits to occasional visitors. Such permits shall be issued for a maximum of one-week. Security must be notified of the vehicle, make and license number, and the period of the temporary permit.

1.6 Athletics and Cultural Events:

Parking of vehicles in designated parking areas while drivers or passengers attend athletic and cultural events on campus is permitted.

1.7 After Hours Parking:

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.

1.8 Motorcycle:

Motorcycles are required to park in designated vehicle parking spaces.

1.9 Abandoned Vehicles

Vehicles without a current University permit or state registration which remains parked on campus for more than five consecutive days may be declared abandoned.

2.0 Vehicle Registration Procedure

2.1 Student:

Any student registered at the University who wishes to park a vehicle on University property must register the vehicle with the Security Office and display a valid parking permit. Students may not register the vehicle of another student.

2.2 Staff/Faculty:

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

2.3 Invited Guests:

Invited guests must display their parking permit on the vehicle's rearview mirror, or in a place that is clearly visible through the windshield.

2.4 Contractors:

All contractors and their employees must register their vehicle with the Security Office to obtain and display the parking permit.

2.5 Registration Permit:

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 Campus Security. Replacement permits required for any reason will be issued by the Security Office.

2.6 Special License Plates:

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.

3.0 University Regulations Bicycles and Skate Boarding

3.1 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.

3.2 Bicycles may not be brought into any academic or administrative building unless otherwise designated. Those found are subject to penalty and/or impoundment.

3.3 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 Head of Security.

3.4 Although City Ordinance prohibits riding on some sidewalks, bicycles, skate boards, in-line skates, and roller skates may be ridden on campus sidewalks only by University students, faculty and staff. However, riders must yield the right-of-way to pedestrians, have an operative sounding device (bell, horn, etc.) and respect campus property. Damage to campus property may result in a penalty or impoundment. Users of the above devices must obey all vehicular traffic laws which are defined in the Ohio Vehicle Law Manual. Bicycles may be registered through the Security Office.

4.0 Available Parking Areas

Campus maps identify faculty, staff, student and visitor parking areas and are available through the Security Office.

5.0 Enforcement Authority

5.1 Officers and Employees:

Enforcement of University parking rules is the responsibility of the Shawnee State University Security Office. The Head of Security (the SSU administrator who is responsible for campus security services) and Campus Security 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.

5.2 Temporary Modification:

The Head of Security 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.

5.3 Presumptions:

If any vehicle be found upon the land and property of the University in violation of these regulations, the owner thereof or the registrant thereof, if the vehicle be registered with the University, shall be held prima facie to be the person driving, operating, controlling, parking, or otherwise using said vehicle and committing the violation. Furthermore, if such vehicle be owned by any member of a family to which a student, faculty member, staff member, or visitor shall belong, said student, faculty member, or staff member shall be held prima facie to be the person parking or otherwise using said vehicle and committing the violation.

5.4 Impoundment:

In those instances deemed necessary and proper by the Head of Security, vehicles found in violation of safety rules (e.g. fire lanes) or paragraph 7.0 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/immobilization fees.

5.5 Disposition of Abandoned Vehicles

Vehicles deemed to be abandoned in accordance with paragraph 1.9 may be impounded through a towing service and/or through immobilization. This action may be taken after written notice is posted on the vehicle of intent to tow/impound and a certified letter has been mailed to the owners last known address available to the University, at least five days preceding the towing or impoundment.

5.6 Signs:

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

6.0 Failure to Pay for Violation

6.1 Presumption of Guilt:

If a person, who is served with a notice of violation, or upon whose vehicle a notice is served, fails to pay the penalty prescribed or to file a timely appeal, the University may treat such failure as an admission of said violation and a consent to the assessment. Fines not paid within seven days of initial notice or action on a timely appeal, whichever is later, are a debt to the University, subject to appropriate collection action.

6.2 Authority to Pursue Prosecution and Collection:

If a person upon whom a violation notice is served, or the owner of a vehicle upon which a violation notice is served, shall fail, within seven days after such service, to pay the prescribed penalty or to file an appeal as herein provided, or after such appeal shall have been determined against him/her, shall fail to pay the penalty prescribed therein, the Head of Security shall be empowered and directed to pursue the collection of the violation and/or other penalties herein described.

6.3 Students:

The Head of Security 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.

6.4 Faculty Members, Staff Members, Part-Time Faculty:

The Head of Security may, at his/her discretion, revoke the parking privileges for said person. The Head of Security shall withhold vehicle registration and permits for said person in subsequent registration and permit years until the penalties shall have been paid or access to the restricted area is restored through the appeals process.

7.0 Loss of Parking Privileges

Faculty, Staff, Part-Time Faculty, and Students: Those 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 their parking privileges revoked. The vehicle involved is subject to being towed or impounded/immobilized if parked on University property.

Faculty, staff and students with two or more unpaid violations are subject to having their vehicles towed or impounded/immobilized on University property.

Revoked parking privileges may be reinstated only upon the approval of the Head of Security. The decision of the Head of Security to revoke parking privileges or deny reinstatement may be appealed to the President within 10 calendar days after the individual is sent notice by U.S. mail or University email.

8.0 Violations and Fines

8.1 Two or Three Wheeled Vehicles:

Two or three wheeled motorized vehicles, including ATVs and motorized bicycles, are prohibited from operating and/or parking on University property except in those areas specifically designated for the parking of vehicles.

8.2 Parking Prohibited:

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 Head of Security.

8.3 Posted Parking:

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

8.4 Giving False Registration Information:

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 such disciplinary action deemed appropriate in addition to the penalties contained herein.

8.5 Invited Guests:

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

8.6 Fine Schedule:

The Administration has the authority to establish and change the fee schedule for fines. The Head of Security shall periodically review the fine schedule and other penalties for violation of the rules and regulations of vehicle parking for Shawnee State University. Should the Administration deem it necessary to revise the existing fine and penalty schedules or to implement new fines or penalties, the Administration shall, after seeking advice from the appropriate governance committee (Parking Appeals and Review Committee), present the proposed

revisions to the Vice President in charge of Security. Upon the approval of the Vice President such revisions or additions to the fine and penalty schedule shall become effective and enforceable.

8.7 Fire Lanes:

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

9.0 Composition and Tenure of the Parking Appeals and Review Committee

9.1 The Parking Appeals and Review Committee (PARC) shall consist of five members: One faculty member (appointed by the University Faculty Senate), one administrator (appointed by the University Administrative Assembly), one hourly employee (appointed by the University Staff Assembly), one student (appointed by the Student Government Association), and the University administrator directly responsible for security.

9.2 Committee members will be appointed to serve as follows:

- Faculty - 2 years
- Administrator - 2 years
- Hourly - 2 years
- Student - 1 year
- The university administrator directly responsible for security will serve as chairperson.

9.3 The committee will meet at the call of the Chairperson, as necessary. Three members of the committee constitute a quorum.

9.4 If a committee member resigns, the original body appointing has the responsibility of reappointment for the unexpired term.

10.0 Parking Committee and Appeals

10.1 Authority and Procedure:

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 Head of Security or his/her designee, serve in an advisory capacity concerning matters of enforcement and parking regulations.

10.2 Appeal Procedures:

Any person upon whom or upon whose vehicle a notice of violation has been served may file an appeal on a form prescribed by the Head of Security and delivering the appeal to the Security Office within 10 days of the date of the violation. Said form shall contain, among other things, identification of the

violation notice or a copy thereof and any facts pertinent to the merits of the claim on which the applicant bases his or her appeal.

10.3 Screening of Appeals:

The Head of Security or a designee may review those appeals filed in an attempt to resolve same. If not resolved, the Head of Security or his or her designee shall refer these to the Parking Appeals and Review Committee. The Parking Appeals and Review Committee will make the final judgment on all appeals.

10.4 Procedure for Appeals:

All appeals considered by the Parking Appeals and Review Committee shall follow procedures prescribed by rules of the Committee.

10.5 Subject Matter of Appeal:

Such appeals as may be filed hereunder shall be directed only to the merits or service of the violation notice or whether such violation as claimed was committed by the person upon whom, or by the vehicle upon which, the violation notice was served. In such appeals, the Head of Security shall present a prima facie case of service and of the violation by showing the finding of the violation and the service of the notice. The burden to show the failure to serve notice or the merits of the non-violation shall then shift to the person filing the appeal. The PARC should decide each appeal based on the preponderance of the evidence. If the facts establish that the violation was committed by the vehicle in question, but that the owner or registrant thereof contends that he is not responsible for said violation, such defense shall be available only if the owner or registrant shall disclose the identity of and provide evidence on the driver/operator of the vehicle or the person who committed the violation.

10.6 Disposition of Appeal:

Upon consideration of the appeal, the Parking Appeals and Review Committee shall dispose of the case by:

- Finding that the violation was committed as charged.
- Finding that the violation was not committed as charged. In such event the notice of violation shall be withdrawn.
- Finding the violation was committed but mitigated by extenuating circumstances and reduce the fine imposed.

FINE SCHEDULE

Parking hanger tag not displayed	\$20.00
Vehicle not registered	\$20 .00
Parking outside permitted areas	\$20.00 plus actual cost to repair surface on which parked.
Permits, Improper Use Illegal use of, reproducing, alteration of, defacing, using revoked permits, false information	\$40.00
Parking along curb	\$20.00 plus towing and storage fees
Signs prohibiting parking/stopping	\$20.00 plus towing and storage fees
Driving or Parking on grass	\$20.00 plus restitution of damages
Parking within 30 ft. of stop sign	\$20.00
Parking within 20 ft. of crosswalk	\$20.00
Parking within 10 ft. of fire hydrant	\$20.00
Parking with disregard for painted lines	\$20.00
Parking reinstatement fee	\$20.00
Parking in Fire lane	\$20.00
Parking in handicapped zone	\$50.00
Parking in Prohibited lot	\$20.00
Bicycles in buildings	\$20.00
Immobilization	\$50.00 plus payment of all outstanding parking fines.

Additional Penalties

- 1) Skateboarding, in-line skating, property damage fines up to \$20.00 plus restitution to repair the damage.
- 2) Violators who receive three (3) unexcused violations in an academic year or two (2) consecutive violations in a summer term may automatically have their parking privileges revoked, and vehicles towed or impounded.
- 3) Parking on flood wall grass is PROHIBITED and subject to fines by the University and prosecution by the city or Army Corps of Engineers.