

Shenandoah University

Parking Regulations

Introduction

These regulations govern the parking, operation and use of motor vehicles on the Shenandoah University campus. They are designed to ensure the orderly and safe movement and parking of vehicles. All persons operating vehicles on campus are required to comply with these regulations.

Motor Vehicle Laws of the Commonwealth of Virginia and the City of Winchester are enforced on the University campus.

The University assumes no responsibility for the theft, loss, or damage to any vehicle operated or parked on the University property.

Article I - Motor Vehicle Registration

Section 1. Registration Requirements

Any Student, faculty or staff member, or food service staff member who parks a motor vehicle on campus must be registered with the University. This requirement applies when the motor vehicle is used on campus in connection with any University function or activity including job-related duties, classes, and/or athletic, cultural, or social events.

All students are, upon proper registration, permitted to park a motor vehicle on campus.

Section 2. Registration Procedure

Any student, faculty, staff member, or food service staff wishing to park a motor vehicle on campus shall register at the Business Office no later than 5 p.m. of the fifth business day after classes start for the semester. There is no other grace period for parking violations and/or regulations which are enforced during the three-day grace period for registration.

Upon registration, a permit is issued for conspicuous placement of the vehicle. Hang-tag permits are transferable from vehicle to vehicle. Violations and fines are the responsibility of the person whom the hang-tag is registered. Registration permits for automobiles and trucks are to be hung from the rear-view mirror with the number side facing outward. Registration stickers for motorcycles, motor scooters or motor bikes are to be affixed to the left front fork. Owners of vehicles without factory installed rearview mirrors may obtain an adhesive bumper sticker. The bumper sticker is to be placed on the front bumper, driver's side. The registration sticker or hang-tag must be visible and in clear view from the outside of the vehicle.

The registration process is considered complete only when the permit is properly displayed. Any vehicle not displaying such a permit shall be considered unregistered.

Damaged permits must be promptly replaced. Failure to replace such permits will be considered a violation of these regulations. There is no charge for replacement permits, upon proof of damage to, or loss of originally issued permit. Replacement permits are issued by the Business Office.

Stolen permits should be reported to the Department of Public Safety immediately.

Section 3. Registration Fee

A fee of \$115 shall be charged each residential and commuting student registrant. There is a limit of one hang tag for each registrant.

Article II – Special Parking Permits

Section 1. Disability Permits

Vehicles parked in designated handicapped parking spaces must display authorization from the motor vehicle administration agency of the state in which the vehicle is registered. Persons needing accommodation until such authorization is acquired may obtain a special permit from the Public Safety Office that will entitle them to park in areas otherwise prohibited, e.g., faculty/staff parking. This special permit does not authorize parking in a handicapped parking space.

Section 2. Temporary Permits

Persons who have forgotten to transfer their hang tag to their vehicle of the day may obtain a temporary permit by applying in person to the Department of Public Safety. Persons desiring to park temporarily in an otherwise unauthorized area for purposes of loading or delivering must request and obtain a temporary permit from the Public Safety Office.

Shenandoah University

Parking Regulations

Section 3. Visitor Permits

Visitors should obtain a visitors parking permit immediately upon bringing a vehicle on campus. Visitor permits are free of charge and are valid only for the date issued. Visitor permits are in different colors and entitle the holder to park in any parking lot designated for the color of the permit and in any otherwise unreserved, legal parking space. Visitor parking permits are available at the Department of Public Safety. It is a violation of these regulations for a faculty, staff, student, or food services employee to obtain or display a visitor permit.

Section 4. Faculty/Staff Permits

Faculty and Staff will be issued hang-tag parking permits as a part of their employment with the University.

Article III – Parking Provisions

Section 1. Registrant Responsibility/Owner Responsibility

A faculty, staff, or student registrant shall be held presumptively responsible for any violation involving his/her parking permit. If any vehicle is found on campus in violation of regulations and/or not displaying a permanent university parking permit, the owner or person in whose name such vehicle is registered shall be held responsible.

Section 2. Parking

Vehicles must be parked in the lots assigned. Lots are designated by a color coding that matches the permit color. Only visitors are allowed to park in visitor spaces. The responsibility for finding a parking space rests with the motor vehicle operator. The fact that a lot is full does not constitute a valid justification for violation of the regulations.

In all cases in which a motor vehicle is parked, the position of the automobile shall be such that the whole of the vehicle is located within the boundaries of the parking space. Parking is permitted in marked spaces only! The fact that other vehicles are parked improperly shall not constitute an excuse for parking in a manner such that part of the vehicle extends over or beyond the parking space boundaries.

No parking is allowed within 15 feet of a fire hydrant, in a fire lane, or where No Parking signs are posted.

Certain spaces have been reserved and marked for faculty, staff, or service vehicles. Service vehicles are defined as Physical Plant vehicles, contractor vehicles, and delivery vehicles of bona fide businesses.

Motor vehicle operators are responsible for obeying all parking and traffic signs as posted. It is impractical to mark with signs all areas of University property where parking is prohibited. Parking or driving is definitely prohibited on grass plots, tree plots, sidewalks, construction areas, or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of University facilities, hinder the free movement of pedestrian or vehicular traffic or impede the use of emergency equipment.

During the shut-down periods all vehicles must be removed from University property unless prior arrangements are made with the Department of Public Safety.

Vehicles parked in violation of these provisions may be subject to booting or towing at the owner's expense.

The fact that a person parks in violation of any law, ordinance, or regulation, and does not receive a citation does not mean that the law, ordinance, or regulation is no longer in effect. Parking regulations are in effect 24 hours a day 7 days a week.

Section 3. Repairing Vehicles on Campus

Repairing of vehicles other than official University owned vehicles, with the exception of emergency repairs, is prohibited on University property.

Article IV- Enforcement

Section 1. Violations

1. Parking unregistered vehicles on campus
2. Parking a vehicle in a lot assigned to another classification of users (including a prohibition against students who are family members of those with faculty/staff privileges from parking in faculty/staff areas).
3. Improper display of registration sticker or permit.
4. Exceeding the speed limit on campus. The speed limit within parking lots is 10 MPH and 15 MPH on streets.

Shenandoah University

Parking Regulations

5. Ignoring or disobeying any posted sign, traffic device or barricade.
6. Operating a motor vehicle (including, motorcycles, motor scooters, all terrain vehicles, bicycles or mopeds), without University authorization, on sidewalks and walkways.
7. Operating a bicycle in a careless or imprudent manner that endangers any property or the life or person of any individual.
8. Parking in the following No Parking zones:
 - a. Loading docks
 - b. Service and access areas
 - c. Within 15 feet of a fire hydrant
 - d. Intersections
 - e. Roadways or vehicular areas in such a way as to obstruct traffic
 - f. Designated pedestrian walkways
 - g. Grass or lawn areas
 - h. Handicapped areas, unless authorized
 - i. Fire lanes (City of Winchester Ordinance)
 - j. Yellow painted curbs
9. Display of visitor's parking permit by faculty, staff, or student.
10. Display or possession of a parking permit that has been reported stolen or lost.
11. Unauthorized parking in reserved parking spaces.
12. Abandoned motor vehicles.

Section 2. Fines

Violations of these Parking & Traffic Regulations shall result in a \$20 fine with the following exceptions:

1. Handicapped or reserved spaces\$30
2. Unregistered vehicle\$30
3. Display or possession of a lost or stolen permit\$100

Section 3. Payment

All fines must be paid to the Business Office within 30 days (Saturdays, Sundays, and holidays excluded) of issuance of a violation.

Section 4. Revocation of Parking Privileges/Collection of Fines

Students are reminded that registration for succeeding semesters will not be permitted until all fines are paid. The student privilege of having an automobile on campus may be revoked by the Dean of Student Programs for just cause.

Section 5. Towing

Vehicles may be towed for the following violations:

1. Vehicle improperly parked in reserve spaces.
2. Parking in fire lanes.
3. Vehicles interfering with traffic flow.
4. Any vehicle left unattended for more than 2 weeks (unless approval is obtained) will be considered abandoned.
5. A vehicle with 4 or more violations.

Towing is at the owner's expense and liability.

Section 6. Appeals

Visitors should sign the parking violation ticket and return it to the Business Office. Any person receiving a parking violation may appeal in writing within 30 days of receipt of the violation. By failing to file your appeal within 30 days from the date of violation, you have waived your right to appeal. All appeals must be submitted in writing to the Parking Appeals Committee. A reply will be given within 10 days. The Parking Appeals Committee will be appointed by the President.

Article V - Parking Area Assignments

Section 1. Parking Areas

Shenandoah University

Parking Regulations

- "A" lot..... Red permits..... Resident students only
- "B" lot..... Orange permits..... Faculty/staff (FT) & visitors
- "C" lot..... Green permitsFaculty/staff (FT) & visitors
- "D" lot..... Orange, green, & blue permitsStudents, faculty/staff, & visitors
- "E" lot..... Orange, green, red, & blue permitsStudents, faculty/staff, & visitors
- "F" lot..... Orange, green, & blue permitsStudents, faculty/staff
- "G" lot..... Red & blue permit..... Students, faculty/staff
- "H" lot..... Red & blue permit..... Students, faculty/staff
- "I" lot..... Orange, green, red, & blue permits Students, faculty/staff, & visitors
- "J" lot..... Blue permits..... Students, faculty/staff

Article VI - Mopeds, Motorcycles, and Bicycles

Section 1. Regulations

1. Motorized bicycles, commonly referred to as "mopeds" shall not be parked in buildings, parked so as to block entrance ways, or driven on lawns or sidewalks.
2. A person may not secure a bicycle to:
 - a) A fire hydrant
 - b) A pole, light pole, or a device on which notice has been posted by the appropriate authorities forbidding the securing of bicycles.
 - c) Any place where the securing of a bicycle would obstruct or impede vehicular traffic or pedestrian movement, including handrails, exit discharge areas, and handicapped ramps or access ways.
3. Violation of this section will subject the bicycle owner or operator to a fine of \$20 as specified in article IV. A bicycle parked in a manner which restricts emergency egress or handicapped access may be impounded or immobilized pending the identification of the owner and the issuance of a violation notice.
4. Abandoned bicycles will be removed and discarded. An abandoned bicycle is any bicycle left locked or unlocked on campus after spring graduation and not being used or owned by staff, faculty, or a summer school student.