Parking & Driving Policy 2015-16

These regulations govern the registration, parking, operation, use and removal of motor vehicles on Shenandoah University property or property under the control of Shenandoah University. They are designed to ensure the safe and orderly movement and parking of vehicles. All individuals who operate vehicles on campus are required to comply with these regulations.

Motor vehicle laws of the Commonwealth of Virginia are recognized on all Shenandoah campuses. Shenandoah University assumes no responsibility for the theft, loss or damage to any vehicle operated or parked on university property.

Any university employee or student with a registered vehicle on campus shall be held presumptively responsible for any violation involving his/her parking permit. If any vehicle is found on university property in violation of regulations and/or not displaying a university decal permit, the owner or person in whose name such vehicle is registered shall be held responsible.

SECTION 1: MOTOR VEHICLE REGISTRATION

All university students, faculty or staff members, or food service employees who park motor vehicles on university property must register their vehicles with the Department of Public Safety. This requirement applies whenever a motor vehicle is used on property owned or under the control of Shenandoah University, in connection with any university function or activity, including job-related duties, classes and/or athletic, cultural or social events.

STUDENTS: Upon proper registration and in possession of RED decal permits displayed as instructed, all students are permitted to park motor vehicles in designated RED parking areas on campus.
EMPLOYEES: Upon proper registration and in possession of BLUE decal permits displayed as instructed, all employees are permitted to park motor vehicles in designated BLUE parking areas on campus.

- **Registration Procedure**
  
  All university students, faculty or staff members, or food service employees who park motor vehicles on university property shall register at the Department of Public Safety no later than 4 p.m. of the fifth business day after classes begin for the semester. There is no other grace period for parking violations and/or regulations. Enforcement of traffic and parking regulations begins after the five-day grace period at which time official violations will be issued.

  Upon registration, a decal permit is issued for conspicuous placement on the vehicle. Violations and fines are the responsibility of the person to whom the permit is registered. Parking decals must be clearly visible at all times.

  The adhesive decal must be placed on the **lower left rear windshield** of the automobile. Registration stickers for motorcycles, motor scooters and motor bikes must be affixed to the **left front fork**.

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

  Damaged decal 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 permits. Replacement permits are issued by the Department of Public Safety.

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

- **Registration Fee**

  An annual fee of $115 shall be charged each residential and commuting student who drives and/or parks a vehicle on university property. There is no fee for additional permits due to loss, theft, or additional vehicles. Annual permit fees are paid in Hornet Central, located in the Wilkins Building. Faculty and staff employees are issued parking permits as a part of their employment with the university. Graduate Assistants are considered students, not employees, and must purchase a red parking permit.
• 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. Individuals who need accommodation until such authorization is acquired may obtain a special permit from the Department of Public Safety that allows parking in areas otherwise prohibited, e.g., faculty/staff parking. *This special permit does not authorize parking in handicapped parking spaces, and it does not take the place of an official authorized permit from a state motor vehicle administration.*

• Temporary Permits
  Drivers who must use any vehicle other than the one with an issued decal permit may apply for a temporary permit at the Department of Public Safety. Temporary permits are free of charge and are valid only for the date issued. Yellow temporary permits entitle the holder to park in any parking lot designated for the color of their normal permit. Anyone who needs to temporarily park in an otherwise unauthorized area for purposes of loading or delivering must obtain a temporary permit from the Department of Public Safety.

• Visitor Permits
  Visitors should obtain visitor parking permits immediately upon arriving on campus. Visitor permits are free of charge and are valid only for the date issued. Yellow visitor permits entitle the holder to park in any legal, unreserved 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. A temporary permit may be obtained from the Department of Public Safety in certain instances. In all cases, a temporary permit must be approved by the Director of Public Safety or designee.

**SECTION 2: DRIVING**

The posted speed limit on university property is 15 miles per hour on roadways and 10 M.P.H. in parking lots. Drivers must stop for pedestrians crossing roadways or walking through parking lots.
It is a violation of this Parking & Driving Policy for the operator of any motor vehicle to enter or exit Shenandoah University owned, leased or rented property by using any other privately owned property. Individuals who drive through private property that belongs to any person or business other than Shenandoah University in order to reach or leave campus are subject to citations issued by the university’s Department of Public Safety.

SECTION 3: PARKING

Vehicles must be parked in assigned lots. Lots are designated by a color coding that matches the decal permit color: RED for all students, BLUE for faculty and staff employees. Only visitors are allowed to park in designated visitor spaces, and only vehicles with appropriate permits may be parked in handicapped 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 for 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 periods of time such as Winter, Spring, Fall and Summer breaks, all vehicles must be removed from Shenandoah property unless prior arrangements are made with the Department of Public Safety. Vehicles parked in violation of these provisions may be subject to towing at the owner’s expense.
The fact a person parks in violation of any law, ordinance or regulation and does not receive a citation does not mean the law, ordinance or regulation are no longer in effect. Parking regulations are in effect 24 hours a day, seven days a week every day of the year.

• **Repairing Vehicles on Campus**

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

• **Mopeds, Motorcycles & Bicycles**

  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.

  Individuals may not secure bicycles to fire hydrants, poles, light poles or devices on which notice has been posted by the appropriate authorities forbidding the securing of bicycles, or 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. 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.

  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 any university employee or summer school student.

• **Towing**

  Towing is at the owner’s expense and liability. Depending on availability, The towing company is either Clem’s Garage; call (540) 869-1595 or Combs Wrecker Service; call (540) 667-4386. Vehicles may be towed for the following violations:

  • vehicle improperly parked in a reserved space
  • vehicle parked in fire lane
  • vehicle interfering with traffic flow
  • vehicle left unattended for more than two weeks (unless previously approved)
  • vehicle has four or more outstanding violations
  • vehicle parked in Feltner Building or Solenberger Hall space without authorization
SECTION 4: VIOLATIONS

The following are violations of the Shenandoah University Parking & Driving Policy:

- parking unregistered vehicles on campus
- parking a vehicle in a lot assigned to another classification of users, including students who are related to faculty or staff members using the employee permit to park in faculty/staff areas
- improper display or failure to display registration decal permit
- exceeding the campus speed limit – 10 M.P.H. in parking lots and 15 M.P.H. on roadways
- ignoring or disobeying any posted sign, traffic device or barricade
- operating a motor vehicle, including motorcycles, motor scooters, all-terrain vehicles, bicycles or mopeds, on sidewalks and walkways without university authorization
- operating a bicycle in a careless or imprudent manner that endangers any property or well being of any person
- parking in “No Parking” zones, including:
  - loading docks
  - service and access areas
  - within 15 feet of a fire hydrant
  - intersections
  - roadways or vehicular areas in such a way as to obstruct traffic
  - designated pedestrian walkways
  - grass or lawn areas
  - handicapped areas (unless authorized)
  - fire lanes
  - yellow-painted curbs
- unauthorized display of a visitor’s permit by a university employee or student
- display or possession of a parking decal that has been reported stolen or lost
- unauthorized parking in reserved parking spaces
- abandoned motor vehicle
- using private property (property not owned, leased or rented by Shenandoah University) as a thruway to or from campus
• **Fines**

Violations of any aspect of the Shenandoah University Parking & Driving Policy will result in a $20 fine with the following exceptions:

- parking in handicapped or reserved spaces **$30**
- parking an unregistered vehicle **$30**
- using private property (property not owned, leased or rented by Shenandoah University) as a thruway to or from campus **$50**
- displaying or possessing a lost or stolen decal permit **$100**

• **Payment**

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

• **Appeals**

Any driver who wants to appeal a violation ticket may do so. Visitors should sign the violation ticket where indicated, and return it to the Department of Public Safety. Any person who receives a violation may appeal it in writing within 30 days of receipt of the violation. By failing to file an appeal within 30 days, the responsible party has waived his/her right to appeal.

All appeals must be submitted in writing to the Department of Public Safety, which will submit the appeal to the Parking Appeals Committee, or an appeal may be submitted on-line by going to su.edu and typing parkin polcy in the search icon in the upper right corner of the main page. Then click on the blue highlighted appeal link. The committee will reply within 10 days of the day the committee convenes.

• **Revocation of Parking Privileges & Collection of Fines**

Registration for future semesters will not be permitted until all fines are paid by the student who has outstanding tickets. With just cause, the privilege of having a vehicle on campus may be revoked by the Vice President for Student Life.

**SECTION 5: PARKING ASSIGNMENTS**

Students are permitted to park motor vehicles in designated **RED** parking areas. Employees are permitted to park motor vehicles in designated **BLUE** parking areas.
A lot (south of Parker Hall) **Front row blue** permits; **remaining rows are for red** permits

A lot (in front of Gore on L.P. Hill Drive) **compact cars with red** permits only

B lot (east of Wilkins) **blue** permits and **visitors** only

C lot (between Shingleton and Wilkins along University Drive) **blue** permits and **visitors** only

D lot (near Armstrong & Brandt Student Center) **red & blue** permits

D lot (parking garage) **red & blue** permits

E lot (west of Health & Life Sciences and Smith Library buildings) **blue** permits

F lot (Aikens Athletic Center) **red & blue** permits

G lot (Allen Dining Hall) **red & blue** permits

H lot (west of University Inn, along Millwood Avenue) **red & blue** permits

I lot (Halpin-Harrison Hall) **red & blue** permits

I lot (Halpin-Harrison Hall garage) **blue** permits only

J lot (Henkel Hall) **blue permits** only

K lot (University Inn) **red** permits only

L lot (Ruebusch Hall and Ohrstrom-Bryant Theatre) **red & blue** permits

M lot (Armory) **red & blue** permits

N lot (Edwards Residential Village) **red & blue** permits

O lot (East Campus Commons) **red & blue** permits

P lot (Health Professions Building) **red & blue** permits

Q lot (Bowman Building) **red & blue** permits

**Feltner Building lot** is reserved for Shenandoah University employees from 9 a.m. to 5 p.m. Monday through Friday; **red & blue** permits after hours and weekends – except the spaces along Boscawen Street with vertical signs that are designated for Solenberger Hall residents.

S lot (Solenberger Hall) **red** permits only

T lot (daycare center) **red & blue** permits

**Vickers Communications Center lot / red & blue** permits

**Northern Virginia Campus lot / red & blue** permits