1891
WEST VIRGINIA STATE UNIVERSITY

Department of Public Safety

TRAFFIC & PARKING
REGULATIONS

Department of Public Safety
Administrative Office
114 Wallace Hall
(304)766-3353

Emergency
(304)766-3181 or 911

■ Revised November 2013

PARKING AND TRAFFIC REGULATIONS

TO: Staff, Faculty, Students and Visitors

The following regulations govern the registration, operation, possession and use of vehicles by West Virginia State University staff, faculty, students, contracted services employees, and visitors. They are based upon the authority vested in the administration by the Board of Governors and the West Virginia Code, Chapter 18, Article 26, Section 26 as amended and revised (1985). These regulations were reviewed by representatives of the staff, faculty, and student body and approved by the President of West Virginia State University.

Any person that owns, operates, or possesses a vehicle on the campus of WVSU is responsible for knowing these regulations. Ignorance thereof does not constitute a valid defense for failure to observe any of the regulations, nor does it absolve violators from any penalty described herein.

DEFINITIONS

STAFF/FACULTY - An individual employed at WVSU through appointment by the Board of Governors, or through selection by the Department of Human Resources.

STUDENT - Any individual enrolled at WVSU, including classes sponsored by the office of Continuing Education, who is not an employee as defined above.

VISITOR - Any individual who is not an employee or student as defined above.

CAMPUS - These terms include all WVSU property owned and controlled by the State of West Virginia to include the terms “lots,” “spaces,” “parking areas” and the like whenever herein used.

VEHICLE - Every device in, upon, or by which any person or property may be transported.

1891

West Virginia State University

Department of Public Safety

Traffic and Parking Regulations

Department of Public Safety
Office Hours
Monday - Friday
8:30 am - 5:00 pm

Hours are subject to change based on availability of personnel.

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PARKING INFORMATION

Parking and traffic information shall be published in a pamphlet made available to the students, staff, faculty, and community. WVSU reserves the right to promulgate other regulations and/or to amend these regulations on an as needed basis to improve traffic flow and to provide the best and safest possible atmosphere for the campus community.

Additional information concerning traffic and parking at WVSU may be obtained by addressing inquiries to the WVSU Department of Public Safety, Wallace Hall, room 114, Institute, WV 25112-1000 or, you may contact the department by calling 304-766-4138.

Parking regulations are essential to all persons operating a vehicle on campus. All persons are responsible for knowledge of these regulations and are expected to abide by the regulations set forth herein. The purpose of these regulations is to provide orderly vehicular operation and parking for WVSU staff, faculty, and students; to protect pedestrian traffic, and to promote safety by ensuring access to all building and parking areas for firefighting apparatus and other emergency equipment.

ENFORCEMENT

WVSU Department of Public Safety officers patrol the campus and enforce these regulations on a 24-hour basis. Public Safety officers have the same powers, duties and responsibilities within the campus and adjacent roadways, as do the West Virginia State Police and the Kanawha County Sheriff's Department.

HANDICAP PARKING

Handicap parking spaces are designated in the various parking areas by a sign bearing a silhouette of a person in a wheelchair—the curbs and spaces are outlined in blue. Handicap zones are designated tow away zones. These spaces are to be utilized by persons who possess valid documentation of a disability and are on file at the Office of Public Safety. In order to obtain a permit to park in these spaces on campus, students/faculty/staff must:

- Complete the WVSU vehicle registration form
- Present a valid state issued vehicle registration identification card
- Present your Handicap Placard
- Present a receipt of payment from the Cashier's Office

ADDITIONAL REQUIREMENTS

- Possess a valid operator's license for the type of vehicle registered
- Proof of insurance
- Provide proof of WVSU affiliation
- Display a valid license plate on the vehicle to be registered.

Once these documents have been presented student/faculty/staff will receive their regular permit sticker along with a navy blue handicap parking sticker. This sticker, along with your regular WV State Permit and our placard will allow you to park in the designated handicap parking areas on campus. The navy blue sticker can be used the entire time you are a student/faculty/staff member at WV State. However, you will need to renew your regular permit each semester/year.

FRIENDLY REMINDERS

(According to West Virginia Code)

- It is illegal to use someone's Handicap parking permit. If you do not have the required parking permit , you will be issued a citation.

Violators will be issued a parking citation ($100.00 civil penalty) and/or their vehicle will be towed, or an immobilization device will be installed upon the vehicle.

SERVICE VEHICLES/VENDOR VEHICLE ZONES

WVSU service vehicles and commercial vendor vehicles shall utilize only the appropriately designated parking spaces when providing service to any of the various campus buildings.

Service/vendor vehicle parking spaces are outlined in yellow. The operator of the service/vendor vehicle found in violation of this section shall be responsible for civil penalties issued by the Department of Public Safety.

The operator of privately owned vehicles found parked in "Service" spaces shall be responsible for civil penalties resulting from citations issued by the Department of Public Safety.

TEMPORARY PARKING PERMIT

Temporary parking permits are issued to special guests, dignitaries, and/or officials requiring campus access and parking for more than a 24-hour period. Temporary parking permits must be displayed on the dashboard while Ferrell Hall, room 120. Normally, these permits are valid for a maximum of five days.

VISITOR PARKING PERMIT

Visitors, guests or alumni that need to utilize a parking space on campus for reasons of visitation or business may contact the Public Safety Office in 120 Ferrell Hall to obtain a Visitor's Parking Permit. Parking requests for individuals or groups conducting special events on campus should be directed to the Department of Public Safety at least five days in advance of the event.

RETIREE PARKING PERMITS

WVSU retirees can obtain a "RETIREE" parking permit with no expiration date. The RETIREE parking permit authorizes the vehicle operator to park in any legal zone while visiting campus.

PARKING PERMITS

All persons parking a motor vehicle in areas under the control and jurisdiction of WVSU are required to purchase a parking permit for that privilege. The only exceptions are state-owned vehicles, law enforcement and emergency response vehicles, delivery or service vehicles on official business, and guests/visitors in possession of a valid permit.

PERMIT ISSUE PROCEDURES

Parking permit issuance will be conducted by the Parking and ID Office. Any person desiring to park on campus must comply with the following requirements in order to obtain a parking permit.

1. Possess and show a valid vehicle registration card from the state in which the vehicle is registered. If more than one car will be utilized on campus, each vehicle registration card must be presented

and each vehicle must be registered with the Department of Public Safety.

2. Complete the WVSU vehicle registration form.

3. Pay the appropriate fee for the total number of parking permit(s) issued.

4. Present the receipt/verification for purchase, completed WVSU vehicle registration form(s) and the valid state issued vehicle registration card(s) to the Parking and ID Office, 120 Ferrell Hall.

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5. Upon issuance of permit(s), it is the responsibility of the permit holder to comply with instructions as to the proper placement of the permit. Parking citations will be issued for improper display of parking permit.

ADDITIONAL REQUIREMENTS

Any person desiring to obtain a parking permit must:

1. Possess a valid operator's license for the type of vehicle being registered, as well as proof of insurance

2. Provide proof of WVSU affiliation

3. Display a valid license plate on the vehicle to be registered

PARKING PERMIT FEES

STAFF & FACULTY

- **Full year - $106.00**
  (September 1 through August 31)
- **Additional permit - $53.00**
  (September 1 through August 31)
- **Replacement permit/decal $ 12.00**

STUDENTS

Student parking permits my be purchased by the semester or for the full academic year at the authorized sale price as indicated:

FALL

- **Full year - $88.00**
  (September 1 through December 31)
- **Fall Semester Only- $47.00**
  (September 1 through December 31)
- **Additional full year - $24.00**
  (September 1 through December 31)
- **Additional Fall Semester Only - $12.00**
  (September 1 through December 31)
- **Replacement - $12.00**

SPRING

- **Spring/Summer - $64.00**
  (January 1 through May 31)
- **Spring Semester Only- $47.00**
  (January 1 through May 31)
- **Additional Spring/Summer - $12.00**
  (January 1 through May 31)
- **Additional Permit Spring Semester Only - $12.00**
  (January 1 through May 31)
- **Replacement - $12.00**

SUMMER

- **Summer Only - $35.00**
  (June 1 through July 31)
- **Additional - $ 12.00**
  (June 1 through July 31)
- **Replacement - $12.00**

A replacement permit/decal is issued to replace a previous valid permit/decal. Replacements may be obtained for the following reasons:

1. Vehicle becomes permanently inoperable, is traded or sold and the original issued permit is not retrieved
2. The original permit/decal becomes unreadable
3. The permit/decal becomes misplaced or stolen

OTHER APPLICABLE FEES

SUMMER SESSION

Any person taking credit or non-credit courses who will be on the WVSU campus, eight or more times during the semester shall be required to purchase the full price permit.

Any person taking credit or non-credit courses who will be on the WVSU campus less than eight times per semester shall be required to purchase a special parking permit at the same cost as an additional decal for that particular semester, or pay a three dollar ($3.00) per day fee for the duration of the stay, whichever is less.

THROUGHOUT YEAR

Short-term visitors (non-students and staying less than a 24-hour period) will be issued a visitor parking permit. This permit can be obtained from the Department of Public Safety/120 Ferrell Hall.

Any person who is hired on a "Temporary" basis will be issued a "free" parking pass valid only for the first thirty (30) days of employment. The employee, thereafter, must purchase a parking permit at either a prorated cost of $12.00 per month, or the employee may elect to pay the standard fee in effect for the parking permit, whichever is less.

Part-time Faculty or Adjunct instructors hired on a per semester basis to teach part-time may be issued a permit and ID card valid for that semester only.

Staff or Faculty members having dependents (spouse or child) enrolled as a student at WVSU may purchase the student parking permit at the additional permit rate. Dependents will be issued a STUDENT parking permit only.

PROPER DISPLAY OF PARKING PERMIT

Automobiles

Staff/Faculty permits are to be displayed face forward, hanging from the interior rear-view mirror.

Student permits are to be displayed (**remove clear adhesive and stick on the inside of the front windshield** so they are easily visible.)

Parking permits will be considered invalid unless they are displayed properly. Citations will be issued for invalid display of parking permit.

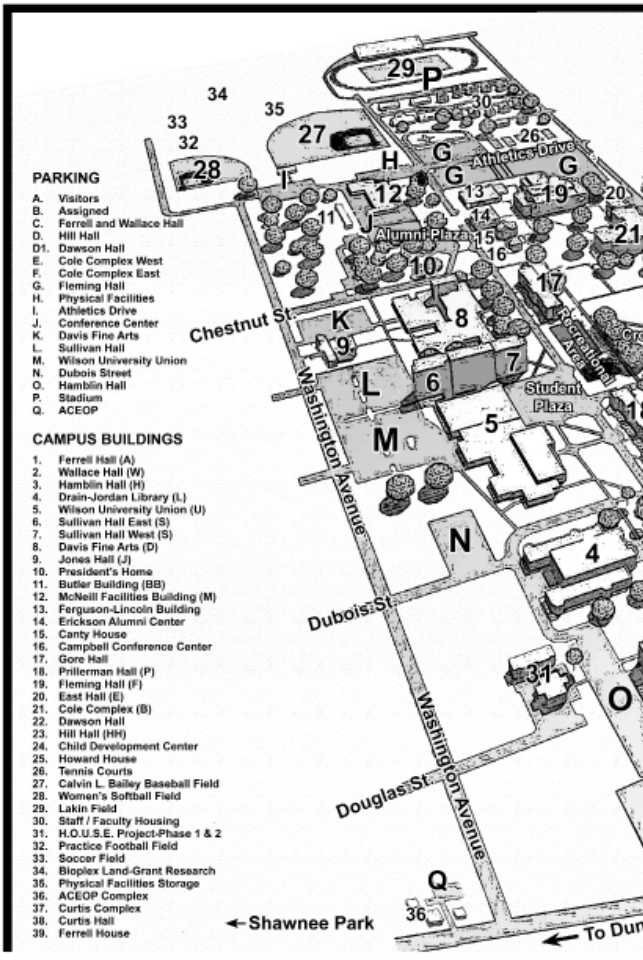
Motorcycles and Motorbikes

Parking permits issued for motorcycles or motorbikes will be displayed on the back fender in such a manner so as to be easily and clearly visible. Motorcycles and motorbikes may park in spaces designated for vehicles, provided that an appropriate, valid parking permit is displayed. Space permitting, more than one motorcycle/motorbike may occupy a vehicle slot. Or, motorcycles and motorbikes may park in spaces specifically designated as "motorcycles only".

LOST OR STOLEN PERMITS

Lost or stolen parking permits should be reported immediately to the Department of Public Safety. Once notified, the department will immediately invalidate the lost or stolen permit. A replacement permit can be purchased for a fee of $12.00. Any person caught utilizing a lost or stolen parking permit is subject to an immobilization device being placed upon the vehicle and will be required to purchase a full-price permit in addition to any fees or citations as deemed valid by the Department of Public Safety.

WEST VIRGINIA STATE UNIVERSITY

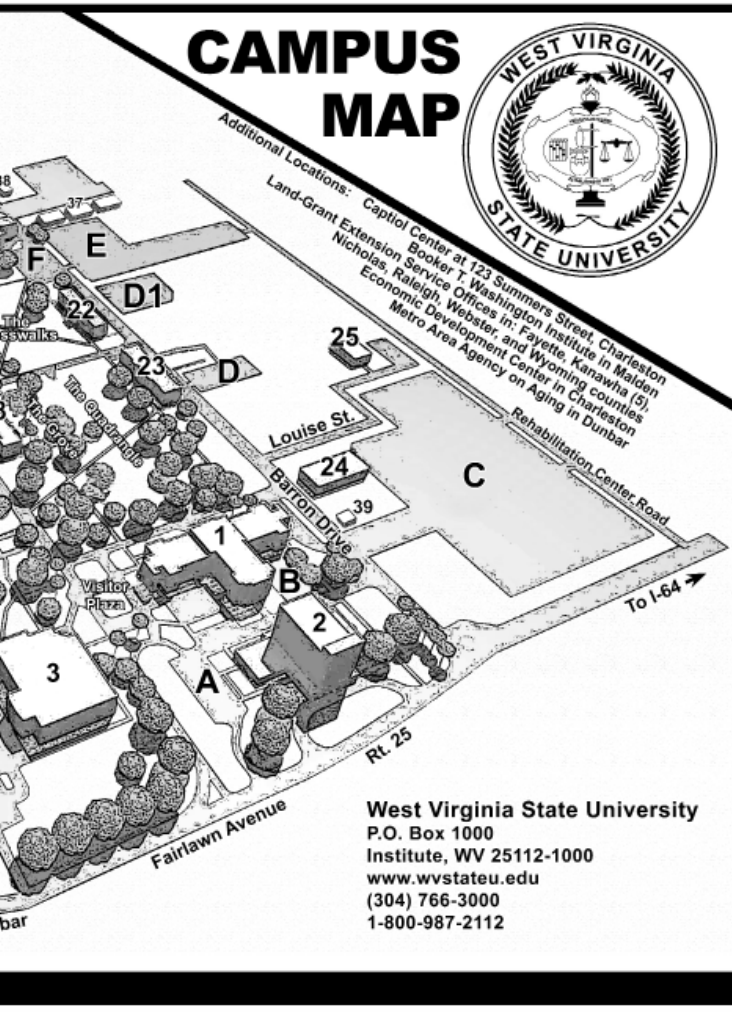


PARKING

A. Visitors
B. Assigned
C. Ferrell and Wallace Hall
D. Hill Hall
D1. Dawson Hall
E. Cole Complex West
F. Cole Complex East
G. Fleming Hall
H. Physical Facilities
I. Athletics Drive
J. Conference Center
K. Davis Fine Arts
L. Sullivan Hall
M. Wilson University Union
N. Dubois Street
O. Hamblin Hall
P. Stadium
Q. ACEOP

CAMPUS BUILDINGS

1. Ferrell Hall (A)
2. Wallace Hall (W)
3. Hamblin Hall (H)
4. Drain-Jordan Library (L)
5. Wilson University Union (U)
6. Sullivan Hall East (S)
7. Sullivan Hall West (S)
8. Davis Fine Arts (D)
9. Jones Hall (J)
10. President's Home
11. Butler Building (BB)
12. McNeill Facilities Building (M)
13. Ferguson-Lincoln Building
14. Erickson Alumni Center
15. Canty House
16. Campbell Conference Center
17. Gore Hall
18. Prillerman Hall (P)
19. Fleming Hall (F)
20. East Hall (E)
21. Cole Complex (B)
22. Dawson Hall
23. Hill Hall (HH)
24. Child Development Center
25. Howard House
26. Tennis Courts
27. Calvin L. Bailey Baseball Field
28. Women's Softball Field
29. Lakin Field
30. Staff / Faculty Housing
31. H.O.U.S.E. Project-Phase 1 & 2
32. Practice Football Field
33. Soccer Field
34. Bioplex Land-Grant Research
35. Physical Facilities Storage
36. ACEOP Complex
37. Curtis Complex
38. Curtis Hall
39. Ferrell House


CAMPUS MAP
WEST VIRGINIA STATE UNIVERSITY
Additional Locations: Captiol Center at 123 Summers Street, Charleston
Booker T. Washington Institute in Malden
Land-Grant Extension Service Offices in: Fayette, Kanawha (5),
Nicholas, Raleigh, Webster, and Wyoming counties
Economic Development Center in Charleston
Metro Area Agency on Aging in Dunbar
E
F
D1
22
23
D
25
24
C
1
B
2
3
A
39
37
Louise St.
Barron Drive
Rehabilitation Center Road
To I-64
Rt. 25
Fairlawn Avenue
Visitor Plaza
The Quadrangle
West Virginia State University
P.O. Box 1000
Institute, WV 25112-1000
www.wvstateu.edu
(304) 766-3000
1-800-987-2112

PARKING PERMIT REFUNDS

Refunds for parking permit fees are authorized only during the effective period and in accordance with the WVSU Refund Policy pertaining to tuition or other fees on any given semester.

Any person that pays for a parking permit, but fails to pick up the permit from the Department of Public Safety is not entitled to a refund, nor is entitled to utilize campus parking facilities.

PARKING LOT USAGE - DESIGNATIONS

Visitor's Parking Lot

The Visitor's Lot, located directly off Route 25, beside Wallace Hall is reserved for use by visitors only, Monday through Friday from 8:30 am - 5:00 pm. **Parking by staff, faculty and students is prohibited during these hours.** The Visitor's Lot is "open" to all personnel having a valid parking permit, Monday through Friday from 5:00pm until 7:00am, and for 24 hours on the weekends.

Administrative Lot

Parking in the Administrative Lot, located at the northwest corner of Ferrell Hall is restricted to designated administrators as indicated on posted signs. The Administrative Lot is only available for use by staff and faculty on weekends, and any holiday, providing a valid parking permit is displayed.

Other Parking Lots

All other parking lots are open for use by staff, faculty and students. These parking lots contain or may contain zones specifically designated for use by Staff/Faculty (spaces outlined in RED.)

Spaces designated for use by handicapped individuals (spaces outlined in BLUE), are to be utilized by those individuals in possession of a valid, state-issued Handicap Parking permit, or special permit issued by the Department of Public Safety. This permit must be visible and must be displayed along with the parking permit issued through the Department of Public Safety.

Open zones (spaces outlined in WHITE) are to be utilized by staff, faculty and students.

Service zones (spaces outlined in YELLOW) are for designated use by Service vehicles only.

Motorcycle zones (spaces outlined in WHITE) are approximately four (4) feet wide are to be utilized only by motorcycles or motorbikes.

There is no student parking in RED or YELLOW ZONES.

SPECIAL REGULATIONS

The responsibility of finding a legal parking space rests with the vehicle operator. A valid parking permit does not ensure the availability of a parking space, but only grants the privilege of parking on campus controlled areas where space is available.

The fact that other vehicles may not be parked properly shall not constitute a valid excuse for parking with a part of the vehicle over the line, in a “no parking zone”, etc.... etc.

Should an individual park in violation of any regulation, and not receive a citation or be towed, does not indicate that such parking is permissible and is not an excuse to repeat violations.

TOWING, BOOTING and/or CITATION POLICY

It is the policy of WVSU Department of Public Safety to issue traffic citations and/or to boot or to tow vehicles parked:

1. On a sidewalk
2. In front of any driveway
3. Within an intersection
4. Within fifteen feet of a fire hydrant
5. Within a bus zone
6. In front of a wheel chair ramp
7. At any place where official signs prohibit parking
8. At any place where the safety and convenience of the traveling public is thereby endangered
9. In double parking situations
10. In places otherwise not authorized by decal designation
11. On the wrong side of the street
12. Across a line dividing parking spaces (i.e. parking in more than one space)
13. Adjacent to any curbed area that is painted yellow
14. In any paved area that is hash marked with yellow paint
15. Within a loading ramp or blocking a loading ramp
16. On any grassed or seeded area, not specifically designated for parking
17. In front of or blocking any crosswalk
18. In a fire lane
19. Other violations

WVSU has the legal right to enforce the West Virginia State Motor Vehicle Code (Chapter 17) and to issue traffic citations to violators. Some of the most common violations are listed as follows:

1. Speeding
2. Reckless driving
3. Contesting for speed (drag racing)
4. Failure to stop for a stop sign
5. Expired motor vehicle inspection (MVI)
6. Expired license plate
7. No operator's license
8. Loud or faulty muffler
9. Defective equipment
10. Improper motor vehicle registration
11. Lack of proper insurance coverage
12. Failure to yield to right of way
13. Wrong way on one-way street
14. Other violations

OTHER APPLICABLE RULES

1. Major automotive repairs are not permitted on WVSU owned or controlled property.

2. No vehicle shall be left unattended when any portion of its weight is being supported by a jack or other device.

3. The person in whose name the motor vehicle is registered with the Department of Public Safety is responsible for the safe and proper operation of said motor vehicle on WVSU owned or controlled property.

4. Current parking permits must be removed when a vehicle is either destroyed or changes ownership. Replacement permits may be obtained, provided that proof of destruction of the original permit is presented.

5. Lost or stolen parking permits must immediately be reported to the Department of Public Safety.

6. Parking permits are non-transferrable from one person to another, or one vehicle to another. Any person found in violation will be subject to having campus parking privileges revoked.

7. Any person involved in an accident with a motor vehicle on WVSU owned or controlled property must immediately report the incident of the Department of Public Safety.

HOURS OF ENFORCEMENT

All traffic laws, rules and regulations are enforced on a twenty-four hour per day basis.

TOWING AND BOOTING PROCEDURES

1. Any vehicle found in violation of WVSU parking and traffic laws, rules and regulations will be subject to towing and/or booting. This is in addition to being issued a citation and being subject to the civil penalties.
2. Towing service will be provided by a designated wrecker service vendor. Impoundment of towed vehicles will be located on campus at the enclosed compound adjacent to the Physical Facilities Building, or at the towing wrecker business location.
3. Before a "boot" can be removed, a fee of $ 15.00 must be paid, in addition to any and all outstanding debts.
4. Towing or booting charges are payable at the Parking and ID Office, 120 Ferrell Hall.
5. WVSU may retain possession of the vehicle until such time as towing, booting, or citation fees are paid by the vehicle owner.
6. WVSU may place a lien on the vehicle for the amount due.

7. WVSU is not responsible for any damage and/or loss incurred because of the towing, booting or storage of the vehicle.

8. All vehicles operated on campus property must be maintained in good mechanical condition and display valid license plates. Violators will be towed at owner's expense.

UNPAID DEBT

Any person who has an unpaid debt to the Department of Public Safety for citations issued will be subject to:

1. Having his/her vehicle booted or towed
2. Grades, transcripts and diploma withheld
3. Denied registration privileges, and/or
4. Denied the sale of future parking permit, which curtails on-campus parking privileges

WVSU reserves the right to turn unpaid debts over to a collection agency.

TRAFFIC CITATION PROCEDURE

1. Any person receiving a campus issued traffic citation must appear before the Public Safety Office Traffic Clerk with ten (10) days, excluding Saturday, Sunday and legal holidays recognized by the institution.

2. WVSU shall have exclusive jurisdiction of the offense during the ten (10) day period, and any persons cited may plead "No Contest" to the offense and pay a civil penalty of no more than $20.00 per each offense and/or $100.00 per Handicapped zone violations.

3. If a person fails to appear before the Public Safety Traffic Clerk within the specified (10) day period, the following process will be initiated:

    a. A Failure To Appear Notice will be mailed to the vehicle owner/operator.

    b. If applicable, grades, diplomas, certificates... etc., will be withheld.

PARKING APPEALS COMMITTEE

If anyone receives a parking citation and feels it is an error, they have the option of appealing the citation to the Parking Appeals Committee for resolution. The Parking Appeals Committee is comprised of faculty, students and staff to provide for a cross section of all University groups.

The committee's ruling is final. If an individual does not prevail, all outstanding fines must be paid in full. Failure to resolve the fine could result in records being held; a vehicle being booted; the outstanding fine being sent to collections; or a combination of all the above.

To appeal a parking citation, the citation must be no older than 30 days, and all appeals must be filed on line through the Campus Safety link available on the homepage at www.wvstateu.edu.

If anyone has questions concerning the appeals process, he/she may email porterwh@wvstateu.edu or call the Public Safety office located in 120 Ferrell Hall at 304-766-4138.

UNIFORM TRAFFIC TICKET AND COMPLAINT

1. Any person who operates a motor vehicle within WVSU owned or controlled property in violation of Campus or State of West Virginia traffic laws, rules and regulations, is subject to being cited for the offenses on a West Virginia State Uniform Traffic Ticket and Complaint Form.

2. Any person issued a Uniform Traffic Ticket and Complaint by a WVSU Campus Police officer must report directly to Traffic Court, Kanawha County Magistrate Court, 111 Court Street, Charleston, WV, within the specified time period indicated on the ticket to make appropriate restitution.

Notes

NOTES

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REMEMBER..... unpaid citation(s) can result in the following actions by the University:

a) Withhold diplomas, credits, and transcripts

b) Deny future application for registration

c) Tow or hold vehicle until debt is paid

d) Excessive debts will be turned over for collection

PARKING SPACE COLOR GUIDE

RED	Staff or Faculty parking
BLUE	Handicap (State issued permit required)
WHITE	Open (student, staff, faculty or visitor)
YELLOW	Service Vehicle (contractors, University owned vehicles, or special permit required)
GREEN	Visitor Parking only (with valid Visitor's Parking Permit