

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University and the West Virginia State Community & Technical College

BOG Policy #38

Title: Parking of Vehicles on Campus

Section 1. General

1.1 Purpose: This policy establishes the color coded system applicable to all parking areas and lots, the parking permit requirements, the violation sanctions, and the parking enforcement agents for West Virginia State.

1.2 Authority: WV State Code §18B-4-6, 18-26-26.

1.3 The internal portion of the campus is closed to routine vehicular traffic and parking;

1.2.1 Center bollards (poles/pegs) are removable for response to emergency situations.

1.4 Department of Public Safety officers have the responsibility and authority to enforce the regulations of this Parking Policy.

1.5 Effective Date: May 25, 2005.

Section 2. Applicability

2.1 These regulations apply to all parking lots and areas of WVSU and WVSCTC as well as to the nearby surrounding community areas used for parking by the constituents of WVSU and WVSCTC;

2.2 This policy applies to all students, faculty, staff and visitors of each institution;

2.2.1 Arrangements are generally made by campus organizations in conjunction with the Department of Public Safety so the applicable regulations are simplified or in part eliminated when applied to planned visitors to the campus.

Section 3. Regulations

3.1 All employees and students of WVSU and WVSCTC are required to purchase Parking Permit decals if they plan to park their cars on campus.

- 3.1.1 Parking decals may be purchased at the Cashiers Office and picked up from the Department of Public Safety “customer window” located on the first floor of Wallace Hall;
 - 3.1.1.1 Parking decal fees are not refundable;
 - 3.1.1.2 The purchase of a parking permit decal does not insure the availability of a parking space, but grants the privilege of parking in appropriate areas when space is available.
- 3.1.2 Similar types of parking permits should be placed in similar locations on the vehicle;
 - 3.1.2.1 Students’ parking permits should be placed on the inside lower right-hand corner of the passenger front windshield;
 - 3.1.2.2 Employees’ parking permits should be hung from the rear-view mirror support;
 - 3.1.2.3 Retirees’ parking permits should be stuck onto the left rear bumper;
- 3.1.3 Parking decals may not be transferred from one vehicle or person to another vehicle or person;
- 3.1.4 Failure to purchase a parking permit or to abide by the other aspects of the parking and traffic regulations can result in tickets, booting and/or towing.
- 3.2 All vehicles parked on the campus of WVSU and WVSCCTC shall display a current official parking permit granting such privilege;
- 3.3 Visitors shall have arrangements made in advance with the institutional sponsor, or through the Public Safety Office window in Wallace Hall, to obtain a temporary permit for parking while visiting the campus;
- 3.4 All motor vehicles belonging to and operated by students, faculty, staff or visitors shall be registered with the Department of Public Safety;
 - 3.4.1 Vehicle registration for students, faculty and staff occurs during the fall, spring and summer academic registration periods;
 - 3.4.1.1 The cost of parking permits is determined during the Spring Semester for the next full academic year beginning with the Fall Semester;
 - 3.4.2 Vehicles remaining unregistered after two weeks into each of the three academic sessions may be ticketed, booted, or towed from the campus at the owners expense.
- 3.5 Campus parking lots may not be used for storage of vehicles for students, faculty, or staff;
 - 3.5.1 Any vehicle which is not in use, is left on a campus street or parking lot, and whose owner cannot be located, may be ticketed, booted, or towed

from the campus at the owners expense;

3.5.1.1 Arrangements in this regard can be made with the Department of Public Safety for students, faculty and staff involved in institutional supported activities which require leaving their personal vehicles parked on the campus.

3.6 Parking spaces are color coded in the following manner:

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|----------------|--|
| Red: | Faculty/Staff |
| White: | Students/Faculty/Staff |
| Blue: | Handicapped |
| Green: | Visitor's Lot and the 15-minute Zone Spaces |
| Yellow: | <u>Service Vehicles Only</u> (these are <u>no-parking</u> spaces) |

Section 4. Prohibited Parking Locations

4.1 Parking is prohibited in the following locations and/or configurations on and on areas adjacent to the campus of WVSU and WVSCTC:

- on a sidewalk;
- in front of any driveway;
- within an intersection;
- within 15 feet of a fire hydrant;
- within a bus zone;
- in front of a wheel-chair ramp;
- where official signs prohibit parking;
- where *Reserved Parking* signage prohibits parking by the general user;
- at any place where the safety and convenience of the traveling public is endangered;
- in places not authorized by parking decals;
- in a "double parking" configuration;
- on the side of a street orientated against the flow of the oncoming traffic;
- adjacent to any curbed area that is painted yellow;
- within or blocking a loading ramp;
- on any grassed or seeded area, not specifically designated for parking;
- in front of or blocking any crosswalk;
- in any other areas marked as *No Parking* locations.

Section 5. Sanctions

5.1 The WV Code allows persons to be charged with a criminal offense for failure to respond to vehicular fines and related charges on college campuses;

5.1.1 Since the institutions prefers not to use this procedure except in extreme cases, the procedures outlined below are used for normal situations.

5.1.2 It is presumed when a vehicle is registered/owned by an individual other than the user on campus, that the user bears the responsibility for the vehicle, its proper use and the payment for any vehicle violations which may occur.

5.2 If a student receives a motor vehicle related citation(s) and fails to pay the required charges/fines, then WVSU and/or WVSCTC will inform him/her that until such time as the assessed charges/fines have been paid;

5.2.1 All diplomas, certificates, credits, transcripts, library privileges, etc. will be withheld;

5.2.2 Subsequent registrations for classes will not be permitted;

5.2.3 If the remedies described in 5.2.1 and 5.2.2 fail, or if there has been a repeated disregard for this Parking Policy, the issuance of a criminal warrant may be pursued.

5.3 If a non-faculty employee of either institution receives a motor vehicle related citation(s) and fails to pay the required charges/fines, then WVSU and/or WVSCTC will use the *Conduct and Disciplinary Action* procedures specified in the Classified Staff Handbook.

5.4 If a faculty of either institution receives a motor vehicle related citation(s) and fails to pay the required charges/fines, appropriate legal remedies may be pursued.

5.5 Citations shall be paid at the Cashiers Office.

5.6 Disputes will be heard by the Director of the Department of Public Safety.