



2019-20

# PARKING POLICY & PROCEDURE MANUAL



# Table of Contents

GENERAL INFORMATION.....	3
Who Must Register.....	3
How to Obtain a Permit.....	3
FACULTY AND STAFF.....	3
STUDENT.....	4
Commuter Students.....	5
Resident Students.....	5
VENDORS.....	5
CONTRACTORS AND TEMPORARY EMPLOYEES.....	5
LOADING AREAS.....	6
RESERVED AREAS.....	6
FACULTY/STAFF AND RESIDENT PARKING.....	6
VISITOR/GUEST PARKING.....	6
SPECIAL EVENT PARKING.....	7
ADA PARKING.....	7
DEADLINES FOR REGISTRATION.....	7
PARKING ENFORCEMENT.....	7
RESERVED PARKING.....	7
RESERVED PARKING.....	8
PARKING VIOLATIONS AND FINES.....	8
LOSS OF PARKING PRIVILEGES.....	9
TOWING AND IMMOBILIZER POLICY.....	9
VOIDING CITATIONS.....	9
APPEALS.....	10
BILLINGS.....	11
PAYMENT OF FINES.....	11

## GENERAL INFORMATION

Regulations are needed to aid in safe and orderly conduct of university business, as well as to provide parking facilities within the limits of available space. These procedures are to be obeyed by students as a condition of attendance and by faculty/staff members as a condition of employment. For the purpose of this manual, customer status will be defined based on the designation in Colleague. If an individual has a faculty, staff, or student designation in Colleague, they must obtain the permit type that corresponds to their status if they wish to park on campus. If an individual has a faculty, staff, or student status in Colleague, they are not eligible for a visitor permit.

If you have any questions, comments or suggestions, call the Department of Public Safety at 314-529- 9547 or visit the office at Buder Commons.

**WHO MUST REGISTER:** All vehicles, motorcycles, and motor scooters on campus are required to be registered with the Maryville University Department of Public Safety. Vehicles parked on university property are required to display a parking permit. For more information call the Department of Public Safety at 314-529-9547.

A vehicle can be registered to only one person. Only one permit type per vehicle is allowed.

**HOW TO OBTAIN A PERMIT:** Parking permit registration applications are available on-line at the Department of Public Safety web page, <https://www.maryville.edu/publicsafety/> . Permits are issued at the Department of Public Safety office located in Buder Commons.

A vehicle is registered once a parking permit is obtained and displayed. Vehicle registration is valid until the registrant is no longer affiliated with the university or until the permit expires. All parking permits are the property of the university and must be surrendered to the Department of Public Safety when university affiliation either changes or ceases.

### FACULTY AND STAFF

Faculty/Staff are defined as any employee on the non-student payroll of Maryville University as well as affiliated organizations.

Parking Permit registration applications are available on-line and at Department of Public Safety web page. Permits are issued at the Department of Public Safety, located on the west side of Buder commons.

Faculty/Staff, and employees of affiliate organizations, may apply for one permit per vehicle. Exceptions may be made by the Director of Department of Public Safety. However, if two Faculty/Staff or affiliates share the same household, each member must apply for a parking permit for each vehicle registered.

Faculty/Staff Permits are in hang tag form and must be affixed on the upper center of the windshield of your vehicle parked on campus. Each vehicle must be properly registered with the Department of Public Safety.

Other possible exceptions:

- Contracted/temporary employees defined as individuals engaged by the university to provide a specific set of services, but not on the university payroll may apply for one permit.
- Emeritus and retirees who return on university payroll shall be considered employees.
- Non-resident Faculty/Staff permit holders may not park vehicles overnight unless they are conducting official university business on campus or are in official travel status for the University. Overnight starts at midnight.

## **PERMIT REGULATIONS**

Any and all privileges associated with a permit shall be terminated upon issuance of 3 violations associated with the same license plate within a semester.

Any vehicle with 3 unpaid violations associated with the same license plate found parked on any university property can be towed at the owner's expense.

Tows may also be made at the discretion of the President and Director/Assistant Directors of the Department of Public Safety. Any and all privileges associated with a permit are voided upon employee's separation of employment.

RVs, camper trailers, jet skis, boats, utility trailers, etc. may not be parked on campus without the permission of the Director of Public Safety or his designee.

## **STUDENTS**

A student is defined as any person registered at the university for academic credit. Teaching assistants, student assistants, and interns are considered students. Students are not allowed to use a Faculty/Staff parking permit. Each vehicle must be properly registered with the Department of Public Safety through the online portal.

A student who is the spouse, son, or daughter of a Faculty/Staff member must register the vehicle he or she will be driving in compliance with the student registration regulations and must park in the appropriate student parking areas.

Student Permits are in decal form and must be affixed on the lower right-hand corner of the front windshield of your vehicle. On a motorcycle, your registration decal can be displayed on the right front fork of the bike, or may be placed on the front windshield if your bike has one.

### **PERMIT REGULATIONS**

Any and all privileges associated with the permit expire immediately upon student's disenrollment from the university and annually at the conclusion of the summer semester.

Any vehicle with 3 unpaid violations associated with the same license plate found parked on any university property can be towed at the owner's expense.

Tows may also be made at the discretion of the President and Director/Assistant Directors of the Department of Public Safety. Any and all privileges associated with permit may be terminated by the Director of Public Safety in coordination with university disciplinary action.

RVs, camper trailers, jet skis, boats, utility trailers, etc. may not be parked on campus without the permission of the Director of Public Safety or his designee.

### **COMMUTER STUDENTS**

- A commuter student is a registered student who is not assigned on-campus housing.
- A commuter student may be issued one parking permit per academic year.

### **RESIDENT STUDENTS**

- A resident student is a full-time registered student who is assigned on-campus housing.
- A resident student may not allow guests to park their vehicles overnight anywhere on campus unless they are registered with a temporary permit.
- Resident students' overnight vehicle parking is restricted to general parking lots and nowhere else.

### **VENDORS**

Vendors are allowed to use the loading docks and/or load/unload zones for up to the posted time. If longer, vendors may park in general lot excluding visitor, reserved, service, or disabled spaces. Vendors must coordinate with the Department of Public Safety for the parking of large delivery vehicles, dumpsters, roll-a-ways, or storage containers.

## **CONTRACTORS AND TEMPORARY EMPLOYEES**

Contractors and their employees shall be subject to all the rules and regulations of the Maryville University campus, including parking regulations. Parking violations are subject to fines and are the sole responsibility of the contractor or its employees. For contractors requiring lay-down areas near a specific building, the Department of Public Safety will assign the area. Site supervisors may park in this area with prior permission.

Contractors may not park in reserved or disabled spaces.

Contractors are responsible for payment of all parking citations. Fees may be withheld from contractor payments.

## **LOADING AREAS**

Loading docks are restricted to fleet, contractor or vendor deliveries, as marked.

Load/unload spaces have maximum time limits as posted.

## **RESERVED AREAS**

- Reserved spaces are provided for certain staff (such as Residential Life Coordinators) and will be marked accordingly. A valid parking permit is required.
- Temporary closure of a space may be required due to construction or unforeseen circumstances. If the space closure is prolonged, the Department of Public Safety staff may reassign the location temporarily.
- Illegally parking in a reserved space may result in a citation, boot, and/or towing of the vehicle.
- Reserved spaces are not transferable, and may be reassigned or eliminated.

## **FACULTY/STAFF AND RESIDENT PARKING**

Faculty/Staff Resident Parking areas and spaces are reserved for campus residents in faculty/staff housing with proper Resident Parking permits. Residents' vehicles must be properly registered with the Department of Public Safety using the online portal and permits in decal form must be affixed on the lower passenger side corner of the front windshield of your vehicle.

## **VISTOR/GUEST PARKING OR TEMPORARY PARKING**

A visitor or guest is defined as a person who is not a registered student, or employee of Maryville University, or an employee of an on-campus affiliate.

- Visitors must register their vehicles at the Public Safety office, located at Buder Commons.
- Visitors who fail to do so will be considered in violation and receive a citation.

- Visitors and guests are not allowed to park in disabled spaces (without a valid disability tag), service areas, loading areas, or areas blocking entrance doors.
- Visitors and temporary parking passes are free of charge.
- Visitors after 5pm are not required to obtain a temporary parking permit, as long as they are not staying overnight.
- Special Events on campus between the hours of 7:00 AM and 5:00 PM, Monday through Friday will need to have guest to campus display a temporary parking permit. These permits can be obtained through the Campus Events Office.

Recreational vehicles are prohibited to campus without advance written approval by the university President or the Director of Public Safety, or unless registered with a campus authorized special event.

Parking violations received by a visitor must be paid no later than the close of business ten (10) days from the date of the citation. Payment may be paid by mailing in the citation or in person at the Student Service Center in Gander Hall.

Visitors may appeal parking violations using the published guidelines\*

### **SPECIAL EVENT PARKING**

Parking rules and parking areas on campus are subject to the rules of Special Event Parking. Special event parking is to be determined prior to an event and is subject to change at the discretion of the Department of Public Safety and the President's Office.

Visitors for special events on campus between the hours of 7:00 AM and 5:00 PM, Monday through Friday will need to display a temporary parking permit. These permits can be obtained through the Campus Events Office.

### **ADA PARKING**

ADA spaces on campus are exclusively for those persons displaying state-authorized DMV ADA license plates or permits. These permits are available to any individual who has a disability lasting six weeks or longer in duration. The Missouri Department of Motor Vehicles office nearest Maryville University is located in Des Peres Square at 1080 Old Des Peres Road, St. Louis, Missouri 63131. Only a state DMV ADA permit or license plate allows parking in ADA spaces.

Faculty, staff, or students displaying a DMV ADA permit or license plate are also required to display a university parking permit when parking on the campus.

Unauthorized vehicles parked in ADA spaces will be ticketed.

## **DEADLINE FOR REGISTRATION**

From the time a vehicle arrives on campus, the driver is responsible for insuring they are in compliance with the campus parking and driving regulations.

No permits are required in lots during the first ten (10) business days of classes to allow additional time to register your vehicle. This does not apply to disabled, reserved, service, blocking of lanes or visitor areas. Vehicles with a permit must display it properly and park in their designated lots.

Beginning at 12 am on the 11th day of classes, all vehicles require proper permit and must park in their designated lots or a citation will be issued.

## **PARKING ENFORCEMENT**

Parking permits and lot enforcement will be in effect at all times, unless announced by the Department of Public Safety or temporarily suspended for certain events

## **PARKING REGISTRATION AND FEES**

The university has set the annual registration and parking fees at no cost.

## **RESERVED PARKING**

Departments or individuals who wish to reserve parking spaces must contact the Campus Events Office if the parking need is tied to an event or contact the Department of Public Safety for all other requests.

These requests must be received 72 hours prior to the requested date of the event. Not all requests are approved and are subject to review by the Director of Public Safety, the President's Office and Event Coordinators.

All lots are available for parking on a first-come first served basis. Only two lots are reserved.

- Visitors
- Admissions visitor

## **PARKING VIOLATIONS AND FINES**

A vehicle may be subject to a citation and/or towed or immobilized for a variety of reasons, including but not limited to:

<b>Citation Description</b>	<b>Citation Fine</b>
Warning ( )	\$0.00
Parking Outside Lines of Stall	\$15.00
Failure to Display Parking Permit	\$15.00
Displaying an Expired Permit	\$15.00



Blocking Trash Dumpster	\$25.00
Parking in a Restricted Area	\$30.00
Blocking Another Vehicle	\$30.00
Parking in No Parking Zone	\$30.00
Permit Not Valid for Location	\$30.00
Parking in Roadway, Driveway, Crosswalk, Grass or Sidewalk	\$40.00
Blocking a Fire Hydrant, Fire Lane, or other Emergency Zone	\$50.00
Parking or Operating a Vehicle on the Quad	\$50.00
Illegal Use of Lost/Stolen Permit	\$100.00
Parked in ADA Zone Without Proper Permit	\$150.00

### **LOSS OF PARKING PRIVILAGES**

- Parking privileges shall be revoked from any permit holder with three unpaid 3 violations.
- Upon issuance of 3rd unpaid parking violation, vehicle shall be booted and subject to removal from campus, at the owner’s expense.
- Failure to pay fines within 30 days from issuance of citation.
- Separation from employment with MU unless still enrolled as a student.
- Disenrollment from Maryville University or if student is disallowed on campus due to disciplinary probation, suspension or expulsion.
- At the expired term of the parking permit.

### **TOWING AND IMMOBILIZER POLICY**

Maryville University is not responsible for any damages that may occur as a result of the removal or immobilization of any vehicle. The Department of Public Safety will tow or use the auto-boot immobilizer in the following situations:

- To impound a vehicle pertaining to an investigation (to preserve evidence) or to disable a vehicle so it cannot be moved before a tow truck arrives (i.e. accident).
- When the vehicle/license appears on the multiple ticket offender list and has 3 or more unpaid citations. Or if the vehicle is considered abandoned on MU property, which is determined at the discretion of the Department of Public Safety. Other instances, when deemed necessary by the Department of Public Safety or Town & Country Police.
- Removal fee must be paid by the violator at the time of removal of the immobilizer.

***No cash is accepted at immobilization site, must be paid online or at the Student Service Center***

### **VOIDING CITATIONS**

The Department of Public Safety has oversight for voiding tickets. The following criteria will be used for voiding tickets:

- Violation caused by failure of university faculty or staff to inform or provide necessary parking arrangements for person(s) invited to campus.

- A pass or courtesy notice issued prior to violation.
- Officer error.
- Extraordinary circumstances which justify citation waiving (must be accompanied with evidence).

## **APPEALS**

Individuals wishing to appeal a citation must initiate a formal request for appeal to the Parking Services Coordinator. The appeal form must be received within 5 business days following the issuance of the citation. Appealed decisions will be sent to Parking Services email address or online.

- The Appeals Hearing Board will adjudicate within 45 days of the receipt of the appeal. All decisions of the Hearing Board are binding and final.
- The Hearing Board is comprised of faculty, staff, and students.
- Appeals are submitted online, to the Parking Services Coordinator.
- After the 5-day period, the option of appeal or other consideration expires and summons are irrevocable, unless determined otherwise by the Director of Public Safety.

Online appeals can be made at:

<https://www.maryville.edu/publicsafety/parking-violation-appeal/>

Penalty for non-payment of fines will result in a deduction to student accounts through the Student Service Center. Employees, full or part-time, will receive a one-time payroll deduction for unpaid fees.

Automatic rejection of appeal may occur if:

- Vulgar or threatening language is used.
- Threats of violence or threats of any nature are made by appealing party.
- Bribery is attempted by appealing party.
- Appeal is made without supporting evidence or failure to provide requested information such as name, citation number or ID#.
- Citation is 6 business days or older.
- Student/faculty/staff was terminated/expelled/suspended and returns to Maryville University.
- Pattern of repeat offense is determined.

## **BILLINGS**

At the close of a semester, all unpaid citations and fees must be settled. All unpaid citations will result in a delinquent account, students will not be able to register in subsequent semesters. Faculty & staff with delinquent charges will have a one-time deduction from payroll.

## **PAYMENT OF FINES**

Fines may be paid by mail by sending a check or money order, enclosed in the provided ticket envelope. Payable To: Maryville University.

Fines may also be paid in person at the Student Service Center in Gander Hall located at 650 Maryville University Drive, St. Louis, Missouri 63141. Fines can be paid by check, cash, credit/debit card or money order:

\*All policy is subject to change at the discretion of Maryville University and the Department of Public Safety. It is the responsibility of students/faculty/staff to regularly check Maryville University website and media announcement to ensure they have the most relevant information regarding policy. All permit holders will assume legal agreement with the policies set forth by Maryville University\*.