Title: #VIII-4A. Parking Regulations

Date: October 5, 2010 (replaces version dated May 16, 2008)

Purpose

These parking regulations are established pursuant to W. Va. Code §18B-4-6 and Board of Governors Policy F-28.

Introduction

Parking at West Virginia University Parkersburg is limited, so it is important for everyone to observe the campus parking regulations. A valid parking permit is required from 7:00 a.m. to 8:00 p.m. Accessible (ADA) Parking Areas require a permit at all times without exceptions. Parking regulations are strictly enforced to control limited resources and provide availability to permit holders.

General Statements Concerning Parking Management

The goal of the Campus Police and Security Office at WVU Parkersburg is to provide orderly parking for faculty, staff, students, and visitors; to protect pedestrians; and to assure access to all buildings and parking areas for fire fighting and other emergency equipment. Campus Police and Security enforce these parking rules and regulations in an effort to achieve this goal. The goal is for parking to be a community asset that serves the most customers possible while operating in a fiscally responsible manner.

WVU Parkersburg promotes alternative transportation choices for students, faculty, and staff. Car pooling and the Easy Rider Bus service are both alternatives to daily driving.

All reasonable suggestions regarding these parking regulations will be considered. They may be submitted, in writing, to the Director of Facilities and Grounds at WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104. For response to more urgent matters regarding parking, call the campus Police and Security Office at 304-424-8235.

WVU Parkersburg assumes no responsibility for vehicles and/or protection of vehicles or their contents from third-party damages at any time while they are parked on campus. This statement also applies to illegally parked vehicles.
Definitions

**Affiliated**
Individuals who have a recognized affiliation with the college to include, but not limited to: faculty/staff, students, vendors, contractors, community program participants and college retirees.

**Non-Affiliated**
Individuals who do not have a recognized affiliation with the college to include, but not limited to: visitors, guest speakers, alumni, prospective students, prospective employees, and event and conference participants.

**Faculty/Staff**
Faculty/staff members are defined as any employee who works for the college. This includes both regular and temporary positions.

**Board Members**
Members of the college Board of Governors.

**Visitors/Guests**
Individuals who have no affiliation with the college to include, but not limited to: non-affiliated individuals and performing arts guests.

**Emeritus and Retired Staff**
Emeritus faculty and staff who have retired from the college.

**Vendor/Service Representative**
Employees of a company that provide periodic maintenance or other services to the campus to include, but not limited to: service, delivery, and other sales representatives.

**Contractor**
Employees of a recognized company who work on campus on a regular basis to include, but not limited to: long-term facilities contractors, such as roofers and electricians.

**Contractor Vehicles**
Company vehicles that are kept on campus for a short-term or long-term period.

**Construction Worker**
Employees of companies completing short-term and long-term campus construction projects.

**Parking Violation Notice/Citation/Ticket**
WVU Parkersburg or State of West Virginia document used to cite individuals for violation of college or State of West Virginia parking regulations and/or state law.

**Special Events**
Events or programs that require special parking arrangements for 10 or more guests/attendees.
General Information

Authority
The college has been given the authority to establish parking policies and procedures pursuant to WV Code §18B-4-6 by WVU at Parkersburg Board of Governors Policy F-28. These procedures are enforced by Campus Police and Security personnel.

Management
All parking lots will be managed by Campus Police and Security personnel. Any individual utilizing parking resources will be required to obtain a permit from the Parking Office. Large events may be subject to event fees in order to properly manage parking resources.

Parking Area / Space Type Overview
Signs at the entrances of all parking lots designate the type of permit required and other relevant restrictions.

Reserved or Specifically Designated Spaces
Vehicles parked in spaces marked as reserved or restricted to a specific type of permit or vehicle must display the appropriate permit. Spaces include, but are not limited to: reserved, vendor, state vehicle and ADA.

Reserved Spaces
Parking spaces are restricted to a designated individual at all times. The spaces will be marked accordingly.

Americans with Disabilities Act (ADA) Spaces:
Parking spaces are specifically designated for use by individuals who are in possession of a valid state issued ADA placard or license plate. These spaces may be restricted for hours of use.

State Vehicle Spaces
Parking spaces may be restricted to use by any college-owned vehicle with State license plates.

Construction Parking
Vehicles parked within a fenced construction site are not required to have a permit. Eligible individuals are construction workers and managers. These vehicles are not authorized to park in permitted areas.

Vendor Permits
Vendor permits may be purchased, and all vendors must have a permit to avoid citation issues. Individuals who are eligible for this type of permit are vendors and service representatives.

Visitor Spaces
Visitor spaces are parking spaces designated for those individuals who are not affiliated with the campus. Visitors without a permit will be required to park in a designated visitor area. Temporary visitor permits may also be available from administrative offices or the Campus Police and Security Office to park in spaces other than visitor parking.
Loading/Unloading – Time Limited Spaces
Parking spaces designated by signs that are for the express purpose of loading/unloading items. These spaces may only be used for the designated time frame, after which, the vehicle must be moved to a legal space without time limits. No permit is required while parked in these spaces.

Board Member Permits
Board Member permits are valid in all parking areas. Individuals who are eligible to obtain a Board Member permit are listed under “Definitions.”

Special Events
Activities that require parking for 10 or more vehicles are considered special events and must be arranged through the Events Coordinator or the Campus Police and Security Office. Campus Police and Security personnel may deny a request for special reserved parking for an event that cannot be accommodated because of verified priorities and space limitations.

Permit Procedures

General
- With the exception of college employees, all individuals who use the college’s parking facilities are required to pay a fee for parking, unless an exemption is made by the administration. Individuals may only obtain one permit for their personal use and are responsible for reporting a lost or stolen permit.
- Permits may not be resold, given or transferred to another person and are non-refundable.
- College parking hangtags and stickers are the property of WVU at Parkersburg and must be surrendered upon request of the Campus Police and Security personnel.
- Permits may only be procured and issued through the Parking Office and must be renewed each semester. Permits can be obtained by paying the parking fee in the Business Office, then presenting the paid receipt and the make, model and license plate number for the vehicle to the Parking Office.
- Permit rates will be determined each fiscal year.
- A flat rate may be charged for use of a parking area, which may be incorporated into ticket/program rates to cover parking fees.

Board Permits
Board permits are complimentary to eligible individuals as defined under “Definitions.”

Visitors/Guests
Individuals who are not affiliated with the college may use Visitor Parking at no charge or must obtain a permit from an administrative office or the Campus Police and Security Office.

Vendor/Service Representative
Vendors/service representatives will pay the vendor rate.

Contractor Staff – Personal Vehicles
Contractor staff must obtain a permit from the Director of Facilities and Grounds.

Contractor/Company Vehicles
Permits for contractor/company vehicles that are maintained on campus must be obtained from the Director of Facilities and Grounds.

**Construction Workers**
Construction workers must obtain a permit from the Director of Facilities and Grounds.

**Pick-Up/Drop-Off Programs**
Individuals who only need to pick up or drop off participants for a special program will be allowed to park free for the time designated for the space. Parking in excess of the time is subject to a citation. Individuals who wish to park for extended periods of time are considered visitors and must secure a valid parking permit or park in Visitor Parking.

**Citations and Enforcement**

**Overview**
- All motor vehicles operating on campus are subject to the college’s parking and traffic regulations and West Virginia traffic laws. All vehicles, including motorcycles, motor scooters, and any vehicle with a motor, must be parked in designated areas. All vehicles parked in areas controlled by the college must be in compliance with the college’s parking regulations. The State of West Virginia has granted authority to the college to issue citations on campus for both State violations and college-specific violations.
- State violations are those associated with West Virginia traffic Laws and safety issues, such as parking in a fire lane, roadway or ADA spaces. Enforcement of West Virginia traffic laws is controlled by the Campus Police and Security only.
- College-specific violations are those associated with State Code §18B-4-6 and associated rules and regulations. They enable the college to efficiently manage its parking resources.
- Departments may not use departmental funds to pay for individuals’ parking violations.
- Individuals who violate parking regulations and policies may be referred to the college’s Student Disciplinary Hearing Board or Human Resources, as applicable, in addition to other legal actions.

**General Policies**

**Overview**
- Parking permits are to be displayed facing forward in plain view from the windshield of the vehicle. If the permit is a repositionable type permit it must be displayed in the lower driver's side corner of the windshield. If the permit is a hangtag type permit it must be displayed from the rearview mirror, if available. Failure to display the parking permit as described without the pre-authorized approval from the Campus Police and Security Office may result in the issuance of a Parking Citation.
- Fines must be paid or appealed within 10 working days of the date of issuance.
- Operators of state-owned vehicles who incur parking or traffic violations may be subject to disciplinary action and/or issuance of a citation.
- Unpaid parking citations may be referred to the civil Magistrate Court for adjudication. Students with unpaid parking citations may have holds placed on their records which may limit or prohibit among other things class registration, access to official transcripts, access to financial aid, and/or adding or dropping classes.
Permit Restrictions
- The hours for permit restrictions are subject to change upon approval from the college administration.
- Permits are required to park in all parking areas from 7 a.m. to 8 p.m.
- Restricted lots, reserved or specifically designated spaces are enforced at all times.
- The Campus Police and Security Office has the authority to lift permit restrictions for special events or situations.

Towing and Impoundment
- Towing fees are non-refundable. Vehicles may be cited and towed at the owner's expense to a designated location on campus for the following violations:
  - Use of a lost / stolen or altered permit
  - Parking in a designated tow-away space / zone – fire lanes, roads, ADA spaces or reserved spaces
  - An accumulation of five or more unpaid violations.

Violations and Fines

Sanctions for Use of Lost / Stolen or Altered Permit
- Issuance of parking citations is subject to criminal charges
- Offender will forfeit parking privileges for the remainder of the academic year
- If parking privileges are revoked, the offender will forfeit any refund for the parking permit
- Offender will be referred to Campus Police and Student Disciplinary Hearing Board or Human Resources, as applicable.

Improper / Illegal Use of ADA Permits
Possession of a lost, stolen or altered ADA permit or possession of an ADA permit belonging to another may result in criminal charges and issuance of a citation under State or college penalty.

Specific Violations and Fine Rates

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blocking other vehicles, roadways, fire lanes, crosswalks, or fire hydrants</td>
<td>$10.00</td>
</tr>
<tr>
<td>False/ stolen permit.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Taking up more than one parking space</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking in restricted or blocked-off areas.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Traffic related offenses.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking on sidewalks, grass, yellow lines, at yellow curbs/bumper blocks,</td>
<td>$10.00</td>
</tr>
<tr>
<td>in no-parking or non-designated parking areas, loading and unloading areas,</td>
<td></td>
</tr>
<tr>
<td>bus loading and unloading zones, blocking entrances to or exits from buildings, and students or employees parking in visitor areas.</td>
<td></td>
</tr>
<tr>
<td>No Permit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Parking in any area other than the areas authorized for the permit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Bicycles, motorcycles, motorbikes, and motor scooters improperly parked.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Other violations as may be specified on a citation.</td>
<td>$10.00</td>
</tr>
<tr>
<td>Improperly displaying permit</td>
<td>$3.00</td>
</tr>
<tr>
<td>Permit Lost / Stolen Replacement Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>ADA Violation – 1st offense</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
ADA Violation – 2nd offense $300.00
ADA Violation – 3rd offense $500.00

Ap peal Procedures

General Information
- Individuals who have received a citation may request a hearing through the Campus Police and Security Office.
- Requests for an appeal must be received within 10 working days from the date the ticket was issued.

Magistrate Court Hearings
All citations may be appealed through the County Magistrate Court.

Unpaid Citations

General
Citations that remain unpaid may be transferred to the Office of Admission and Records for academic restrictions for students, and, as applicable, may be forwarded to the appropriate supervisor for employees. Outstanding citations must be paid in full before permits can be renewed, towed vehicles are released, or restrictions are removed.

Towing
Towing of vehicles with 5 or more unpaid citations may be enforced.

Accessible Parking
The college has designated specific accessible parking spaces throughout the campus. All vehicles are required to display a current ADA tag/license plate as well as a WVU Parkersburg parking permit. ADA parking spaces may be time restricted as designated on the appropriate sign.

Temporary Accessible Parking
The Disability Services Office (Room1019) provides temporary accessible parking permits to qualified students or employees. To obtain this permit, one must provide a medical report (on official stationary), signed and dated by an appropriate medical professional, which includes the following:

- a description of a specific diagnosis
- a statement that accessible parking is needed
- the length of time the permit will be required.

If the permit is required for more than a month, the requestor may be required to obtain a state permit issued by the individual's home state. West Virginia residents may obtain the forms for completion by a physician from the West Virginia Department of Motor Vehicles (DMV) or from the Disability Services Office (Room 1019). The phone number for the Disability Services Office is (304) 424-8378.

Miscellaneous
Permit and Violation Revenue
All revenue generated through the sale of permits, fees and/or collection of violation fines will provide a revenue source for maintenance of parking facilities.

Signs

Permit Restrictions
Signs located at each parking area entrance will indicate the need for a parking permit and identify the type of parking permit required.

Access Restrictions
Signs located at access roads for restricted areas and pedestrian areas will inform drivers about restrictions.

Permit Rates
All parking fees will be set annually and announced through local media and posted on the college website. The President will review and approve proposed rate adjustments prior to implementation.

Contact
Contact the Campus Police and Security Office at 304-424-8235 for more information.