



Title: #VIII-4A. Parking Regulations

Date: November 30, 2023 (replaces version dated October 5, 2010)

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. 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.

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 or Cell at 304-834-7383.

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.

Visitors/Guests

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

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.

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.

Visitor Spaces

Visitor spaces are parking spaces designated for those individuals who are not affiliated with the campus.

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.

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 are required to pay a fee for parking, unless an exemption is made by the administration.
- College parking hangtags are the property of WVU at Parkersburg and must be surrendered upon request of the Campus Police and Security personnel.
- 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.

Visitors/Guests

Individuals who are not affiliated with the college may use Visitor Parking at no charge.

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.

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, when utilized, are to be displayed facing forward in plain view from the windshield of the vehicle. 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

- 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:
- 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

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

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

Appeal 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.

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. ADA parking spaces may be time restricted as designated on the appropriate sign.

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.

Contact

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

Responsible Administrator: President, 304-424-8200