



SUBJECT: PARKING REGULATIONS POLICY

REFERENCE:

1. PURPOSE

Parking regulations are designed to provide safe and convenient parking, open and accessible fire and delivery lanes for emergency and delivery vehicles, and a smooth, unimpeded flow of traffic on parking lots and through college facilities.

2. SCOPE AND APPLICABILITY

All persons regularly parking vehicles on college property.

3. DEFINITIONS

4. POLICY

- A. Student parking decals will be purchased from funds designated as student fees from each campuses' Student Government Association (SGA).
B. Registered students are eligible for one free parking decal. A fee will be charged for each additional parking decal issued to students.
C. Employees of Southern will purchase a parking decal or decals at their own expense.
D. Southern parking decal will be displayed in a visible location on all vehicles parked on college parking lots. This will assist college personnel when vehicles are parked improperly, blocking others or in a restricted area.
E. Whenever a vehicle is parked at any college location in a manner that constitutes a violation of this policy, the institution will have the authority to issue parking fines. Parking fines will be assessed as follows:

Table with 2 columns: Offense Type and Penalty. Rows include First Offense (Warning Ticket), Second Offense (\$5.00 fine), Third Offense (\$10.00 fine and/or disciplinary action), ADA Violation (Fines as established by current law), and Fire Lane Violation (Fines by WV Fire Marshall's Office).

- F. Parking fines can be paid at any campus business office, and must be paid within fifteen days of issuance. Fines not paid by students will result in the holding of grades and/or transcripts. Fines not paid may be



reported to collection agencies or magistrates if not paid within ninety days. Revenue derived from the fees and fines collected will be used for improving and maintaining parking areas, traffic flow, security equipment and other equipment and supplies related to operation of parking areas.

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

- A. Parking spaces for the disabled, which shall conform to ADA requirements, will be designated at all college locations and shall be reserved for authorized users twenty four hours daily throughout the calendar year. Violators of the designated ADA or Handicap Access parking spaces are subject to a \$100.00 fine, or an amount as set forth by the American's with Disabilities Act.
- B. All vehicles parked in designated handicap spaces in addition to Southern's parking decal, will have displayed in a visible manner a current handicap permit issued by the proper regulatory authority. The handicap permit must be registered in the name of the person using a designated handicap parking space.
- C. Vehicles parked in designated fire lanes are in violation of this policy and are subject to a fine of \$75.00 or any amount as set forth by the West Virginia State Fire Marshall's Office.
- D. Individuals will park their vehicles within the lines of marked parking spaces, and will not park vehicles in fire lanes, non parking and delivery zones. All vehicles will be parked in a manner that will not impede the regular flow of traffic or immobilize any parked vehicle.
- E. Southern will not be held liable for theft, vandalism, or accidents involving vehicles being driven on, or parked in, campus parking lots.
- F. Southern does not control or have jurisdiction over properties adjacent to its facilities and owned or controlled by the West Virginia Department of Highways or private landowners. Anyone infringing upon such properties will be subject to the rules and/or actions taken by those agencies or individuals.
- G. Parking on all college lots will be observed on a first come, first served basis.
- H. Continued or repeated violation of parking regulations will result in the loss of parking privileges.

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Southern students and employees are to observe and abide by the rules set forth in the parking policy and



to obtain a parking decal distributed by the campuses' bookstores.

- B. All students and employees are required to display a visible parking decal on their parked vehicle.
- C. All persons using college parking facilities will observe all normal courtesies, refrain from parking vehicles in any area not authorized, and not contribute to any act with vehicles that may cause injury, endanger or otherwise cause hardship for anyone.
- D. The Campus Manager will monitor the parking lots of their campus to observe that users of parking facilities are obeying the parking policy regulations. The campus manager will maintain a database of information provided from the bookstore parking decal log.
- E. The Campus Manager will be responsible for selling and/or distributing parking decals. The Campus Manager will also keep and maintain an information log on parking decal registration.

8. CANCELLATION

Parking Policy dated February 1, 1989 and Parking Policy dated September 2, 1997.

9. SIGNATURE

President

Date

Attachments

Decal Log SCP 5620.A

Distribution

Revision Date

September 1, 2000