



SAVANNAH STATE UNIVERSITY

PARKING PLAN

7/1/2010

PARKING AND TRAFFIC POLICIES AND REGULATIONS

Savannah State University Parking citations are issued to vehicles that violate the University's parking rules, regulations, and procedures. The name of the individual listed as registrant is responsible for the violation, regardless of who was driving the vehicle at the time of the infraction. The parking citation is left on the windshield of the vehicle in violation. The citation clearly indicates the type of infraction committed, time and date of the violation, and the cost associated with the particular infraction.

If fines are not paid or the appeal is not presented within the time frame indicated, the citation will be considered as delinquent and a "hold" will be placed on the violator's records. This means that failure to pay parking citations will result in a person not being permitted to register for classes or receive a transcript until the fine is paid. If the violator is a faculty or staff member, any outstanding fine will prevent them from clearing the University upon termination of employment.

I. Motor Vehicle Policy

The University has adopted the following regulations to ensure safe, courteous, and orderly vehicle operations and parking on campus. It is the responsibility of the owner and driver of the vehicle to know and follow these regulations to prevent being cited for any violation.

Vehicle identification is required as part of the Parking Decal Form, for any vehicle operated by a member of the University community on the University campus or any property owned or leased by the University. In accordance with Georgia State Law, any vehicle operated on the campus as well as any other State roadway must contain proof of liability insurance and the driver must possess a current State driver's license.

Savannah State University assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus, whether the activity is academic or recreational.

II. Vehicle Decals and Fees

- A. All students, faculty, and staff who park on campus are required to obtain University decals (go to www.savannahstate.edu/decal).
- B. Individuals may only purchase decals for those vehicles to which they, their spouse, parents or guardians hold the title or lien.
- C. All decals expire on the 31st of August each year.
- D. Unless a reserved parking space is purchased, the purchase of a parking decal does not guarantee parking in a specific space on campus.
- E. Vehicle Registration Forms, Decals, and Citations are official documents of the University. Persons falsifying, altering or mutilating an official document will be subject to criminal and administrative action.
- F. If a decal is stolen, the registrant is responsible for filing a police report with the Department of Public Safety as soon as possible.

- G. No temporary parking permits will be issued to University community members, unless a decal has already been purchased, for example, when someone's car is in the shop. Temporary permits are available at the Auxiliary Services office.
- H. Visitors on campus for one day or less are authorized to receive a Visitor's Pass.
- I. The fees for a parking decal and its color designation are as follows:
- **Resident** – Resident students will be assigned to a parking lot closest to their resident hall on a first-come, first-served basis, which will all be designated as Orange lots. Resident students may not park in areas not designated as Orange lots. The cost for resident parking will be \$40 per year, and the decal will be orange.
 - **Commuter** – Commuter students will be allowed to park in any parking lots designated as Blue lots. Commuter students may not park in areas not designated as Blue lots. The cost for commuter parking will be \$35 per year, and the decal will be blue.
 - **Faculty and Staff** – Faculty and staff will be allowed to park in any parking lots designated as brown lots, or in spaces in other lots specifically designated for faculty or staff. Faculty and staff will pay \$75 per year; their decals will be brown.
 - **Reserved Parking** – Spaces throughout campus will be designated as reserved spaces. These spaces may be purchased on a first-come, first-served basis. Individuals who purchase reserved parking decals are also authorized to park anywhere on campus where a legal space is available, except for other reserved spaces or spaces marked for specific purposes, such as for visitors or State vehicles. The cost of the reserved space is \$135 per year; and the decal will be black.
 - **Temporary/Short Term Visitors** – Must have an authorized parking permit, which is provided by the gate guard.
- J. Parking restrictions as stated above (See Section I) will be in effect from 7:30 a.m. - 4:00 p.m. Monday through Friday, except when there are no classes.
- K. A second decal may be purchased for \$10.
- L. Replacement decals are \$10 each; the remains of the former decal must be presented.
- M. Decals must be affixed as designated.
- N. Improperly displayed decals or failure to display a decal will be considered a parking violation and will be cited accordingly.

III. Traffic Policies and Violations

- A. Savannah State University campus is a legal school safety zone. Unless otherwise posted, the speed limit is 25 mph (miles per hour); 24 hours a day, 7 days a week, regardless of whether or not school is in session.
- B. All on-campus accidents must be reported to the Department of Public Safety immediately following the accident.
- C. Major Campus Moving Violations:
- Improper backing
 - Driving under the influence (D.U.I.)
 - Failure to yield the right of way
 - Failure to yield to a pedestrian
 - Driving the wrong way on one-way road
 - Speeding
 - Failure to obey a Law Enforcement Officer
 - Reckless driving
 - Laying drag
 - Improper change of lane
 - Following too close
 - Racing on highway or streets
 - Running stop signs
 - Impeding traffic

IV. Parking policies and violations

- A. Parking violations include but are not limited to:
- Parking on campus without a decal or with an expired decal.

- Improper display of decal.
- Parking in a “fire zone” as indicated by a red curb or in front of a fire hydrant (will subject the vehicle to immediate towing).
- Parking in an area designated as either a handicapped parking space or an area reserved for handicap access, such as ramps.
- Parking in reserved areas or spaces denoted for special parking; i.e. President, ROTC, faculty, visitor, any space marked “reserved” by signs and/or painting on the curb or asphalt, etc.
- Parking in a no parking zone or area designated with yellow curbs, control signs or barricades.
- Parking on the grass or sidewalks.
- Parking a vehicle in a manner that takes up two parking spaces.
- Double-parking a vehicle (parking a vehicle so it blocks in another vehicle).
- Parking a vehicle in an angled parking space against the flow of traffic.
- Parking in the travel lane or driveway of any parking lot.

V. Penalties for parking and traffic violations

- A. Parking and traffic violations may result in parking citations, towing, booting, and/or banning of the vehicle from campus.
- B. Vehicles may be towed and/or booted at the owner’s expense in the following situations:
 - Vehicles presenting or representing a hazard to campus safety will be towed at the owners or the registrant expense.
 - If an individual has been duly notified that his/her vehicle is barred from campus but he or she continues to park on campus.
 - A vehicle does not display a license plate and/or does not have a Vehicle Identification Number (VIN) that can be read.
 - A vehicle which blocks, hinders, or obstructs a legally parked vehicle, trash dumpster, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
 - A vehicle parked in any type of reserved area.

- A vehicle parked in a fire lane.
- A vehicle parked on a yellow curb.
- A vehicle parked in designated handicapped parking spaces without an official State handicap license plate, placard or hangtag.
- A vehicle which has received more than 10 parking citations in a semester, regardless of whether the citations have been paid.
- A vehicle abandoned for 3 or more days.
- A vehicle which displays a stolen, lost, altered, fake or expired decal.

C. Boot Removal and Vehicle Recovery

- An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window).
- The charge for the boot removal will be \$35, plus the amount of the parking citation, as well as any unpaid citations that may be outstanding.
- Pay for the charges at the University Cashier's office in Hill Hall, then bring the receipt to Public Safety. (Note: the Cashier's office closes at 4:00 p.m.)
- If evidence of payment is not received at Public Safety by 4:15 p.m. the day the boot is installed, the vehicle will be towed and there will be an additional fee incurred.
- If a vehicle is towed or immobilized (booted), the registered driver/owner responsible for the vehicle must report to the Department of Public Safety to make arrangements for the release and recovery of that vehicle.

PURPOSE OF THE PARKING REVIEW BOARD

The Parking Review Board (PRB) is an essential component in assuring that the parking rules and regulations of the University are applied fairly and impartially. The duties and responsibilities of the PRB will be to review appeals for parking citations received on the Savannah State University campus.

THE APPEAL PROCESS

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal that citation to the PRB. The PRB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The Board has 5 members, identified as: one sworn Police Officer of the rank of Corporal or Sergeant, the Student Government Association President, the Sophomore Class President, one staff member, and one faculty member. Only a faculty or staff member is eligible to chair the PRB. The person serving in the capacity of chair will be elected by the PRB members at the first meeting. The PRB shall require the attendance of two members exclusive of the chair or his/her designee in order to convene for business for any appeal. The PRB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PRB shall conduct all investigations in compliance with Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.

All appeals must be in writing and sent or hand carried to the PRB c/o the Savannah State University Auxiliary Services Office, 127 King-Frazier Complex. An appeals form is found on page 9 of this document. **The appeal must be received within 10 calendar days from the date of the citation.** The right of appeal is forfeited after the 10 calendar days. After the deadline expires without payment of the fine, the citation will be considered as delinquent and a late fee may be imposed. The PRB shall render a final decision in writing to the appellant within 10 business days following the meeting at which the appeal was heard.

When the appellant initiates the appeal process, he or she must indicate why the officer was wrong or negligent in the performance of his or her duties when the citation was issued. Appealing for reasons such as “late for class, no parking spaces were available, other people were parked there, I’ve always parked there before, etc.” are not justifiable reasons for consideration. Ignorance of the regulations is also not a justifiable reason for appeal. When appealing, the appellant must adhere to the following policies and procedures:

- Submit appeal request on the Savannah State University Parking Citation Appeal Form (see page 9).
- Submit request to Parking Review Board c/o Savannah State University Auxiliary Services Office, 127 King-Frazier Complex.
- After 10 calendar days, the right to appeal is forfeited.
- Attach to the appeal form any and all related material to justify your request, including tickets and receipts.

- If the PRB needs additional information, you will be invited to the next meeting.
- Only appellants can appeal their own citations, not friends, relatives, roommates, etc.
- PRB decisions are final and are not subject to additional review.
- When appeals are denied, the citation to which it pertains becomes due and payable.

Notice: Ignorance of the Parking Regulations is not grounds for an appeal and/or overturning a ticket.

**SAVANNAH STATE UNIVERSITY
PARKING CITATION APPEAL FORM**

Faculty/Staff ()		Student ()		Visitor/Vendor ()	
Name:			Date:		
I.D.			Ticket Number CRN:		
E-Mail Address:			Ticket Date:		
Parking Decal #:			Ticket Time:		
Address:			Tag Number:		
Phone Number:			Officer Badge Number:		

REASON FOR APPEAL:

Signature: _____

Please bring your completed form to the Auxiliary Services Office, 127 King-Frazier Complex, along with any documentation you wish to provide.