

2015 Spring Semester

Parking and Traffic Safety Guidelines

Students, faculty and staff driving a vehicle to campus must register all vehicles with the Office of Safety and Security. The University provides ample parking in University designated parking areas and students and employees are expected to park in these University parking areas. Please refer to a campus map for these locations.

Neighborhood and city street parking near campus is strictly prohibited.

Special Notice: Each semester employees and students must register their vehicles on-line at www.ucwv.edu/vr . Once on-line registration is successfully completed a confirmation e-mail will be immediately sent to the **applicant's university e-mail address**. Students and employees can then pick up their permit at the Safety & Security Office in Geary Student Union, Room 104 between 8:30 AM and 4:00 PM, Monday through Friday. Take your confirmation e-mail with you to expedite receipt of your permit. Note: Persons who do not operate a vehicle or who do not drive to campus must complete a waiver form online and also sign a waiver form / affidavit indicating a valid reason for being exempt from the University's parking fee. Waiver forms must be signed before noon September 4, 2015.

Student permits are decal stickers that are to be affixed to the bottom, right-hand corner of the rear windshield outside of the vehicle. **Special Notice:** Vehicles with convertible or removable tops may place their decal on the upper right hand corner of the front windshield or on the right rear bumper of the vehicle. Faculty/Staff are issued mirror hang tags and term validation stickers. Registrants may be asked to present a valid UC ID card when picking up his or her parking permit.

Permits must be displayed in the designated locations at all times while on campus. Expired permits are not valid and must be removed. Vehicles displaying only an expired permit will be cited for "no permit."

Students

Commuting Students are issued a **Commuter "GC"** permit.

A commuter student is allowed to register no more than two vehicles and be issued no more than one parking permit per vehicle.

Commuter students are allowed to park only one car on campus at any given time.

Residential Students are issued a **Resident "R"** permit.

Residential students living in East Hall Apartments are assigned a **Garage Resident “GR”** permit.

Residential students are allowed to register no more than one vehicle and receive no more than one parking permit decal. East Hall Apartment residents may register a second vehicle, depending upon number of drivers in household.

All students are allowed to park on any surface lot (excluding the Visitors Lot) and in the parking garage.

Student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

Employees

“F/S” Permits

F/S surface lot (excluding the Visitors Lot) and garage parking will require a white hang tag with a current validation sticker. Only one hang tag may be issued per employee but the tag may be transferred to multiple cars if registered to the employee. A validation sticker will be issued each academic period and must be affixed to the hang tag. Newly registered F/S members will be provided a current validation sticker along with their new hang tag. There will be times during special events that certain parking lot/lots will be closed for a specific period of time. During these events “F/S” permit holders may have to park in the garage or remote parking areas.

Temporary Parking Permits

Any visitor or vendor who needs to park on campus for more than two hours must obtain a temporary parking permit from the **Safety & Security Office**, Geary Student Union, Room 104. All short-term visitors must park in the designated Visitor Lot unless otherwise directed. Temporary yellow (hang-tag) visitor permits should be clearly displayed on the rear view mirror.

Visitor Parking Lot

Visitor parking lot is only for visitors who are temporarily on campus (two hours or less).

Note: Faculty, Staff and Students are not authorized to park on the Visitor Lot at any time unless otherwise directed by the UC Dept. of Safety and Security.

Event Parking

The only exception to the above parking assignments will be for event days. On event days, the University may require some or all permit holders to park at remote parking

lots away from the main campus. Permit holders may be notified via e-mail or campus signage when it is necessary to invoke an “Event Parking” plan. These notices will give permit holders further instructions on parking procedures for these special days.

Security Escort

Security officers will provide students and employees with a personal night time or weekend escort from any campus parking area upon request. To request an escort, please **contact an officer via** the on duty cell phone at (304)859-2755 or (304)859-2757. Additionally, there are two emergency phones located on or near campus for your convenience when walking to and from the western and eastern campus parking areas. These telephones are linked directly to the University’s Security Department.

Reserved Spaces

The University has reserved parking spaces in accordance with the Americans with Disabilities Act. Additionally, the University Security Department designates reserved visitor parking spaces for visitors, prospective students, authorized parkers, and in support of special events. See the University’s parking map and campus signage for the location of all reserved spaces to be sure you park in an approved location.

****Only Director of Safety & Security may designate reserved parking spaces.**

Enforcement

The University’s Department of Safety & Security actively patrols all University streets and parking lots and will enforce parking and traffic safety regulations on a 24-hour basis.

The following are parking violations for which a permit holder may be cited.

Prohibited locations:

- Fire Lane
- No Parking Zone
- On Sidewalk
- Along campus and neighboring streets
- Loading Zone
- Lawn
- Handicapped Zone
- Designated spaces by signs, traffic cones or security barricades

- Reserved or Visitor Parking Space
- Unauthorized Area – Parked in an area where the displayed permit is not valid.

Prohibited actions:

- Unregistered vehicle – parked on campus or in the neighborhood without having the vehicle properly registered with a permit.
- Displaying a fraudulent, altered, or unauthorized permit
- Revoked Privileges – parked on campus while on-campus parking privileges are revoked.
- Taking Two Spaces
- Blocking an Intersection
- Blocking Traffic
- Blocking a Street
- Blocking a Driveway
- Blocking a Fire Hydrant
- Parking where there is no parking space
- Abandoned Vehicle
- Failure to Display Parking Permit in accordance with Policy
- Leaving a trailer or boat on campus without prior authorization from Campus Security. Violators subject to immediate tow.
- Students are prohibited from leaving vehicles on campus over the summer break without prior authorization from security. Those with prior authorization will be assigned to lots and areas that will not interfere with the main campus functions and necessary parking lot maintenance. Cars without prior authorization from security will be subject to immediate tow.

Penalties for Violation of Parking Regulations

During the first two **(2) weeks** of the fall term and first **(1) week** of the spring term (probationary periods), Security will only issue warning citations with the exceptions of Handicap Zone and Fraudulent Permit violations.

After the probationary period of each term, the following fines will be assessed. **Fines must be paid at the Student Solutions Center, Rigglesman Hall, Room #206.**

Handicap Zone

1st Offense and all subsequent offenses	\$100.00 Fine
Subsequent fraud offense	Parking privileges revoked

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1st Offense and all subsequent offenses	\$100.00 Fine
Displaying a fraudulent, altered, or unauthorized permit	
1st Offense	\$100.00 Fine
Subsequent fraud offense	Parking privileges revoked
All other offenses	\$30.00 Fine
Each 3rd Offense	Immobilize or Tow
Boot fee in addition to any fines	\$75.00 Fee (as of 15OCT15)

To have a boot removed from a vehicle the owner must report to the Student Solutions Center in Rigglesman Hall, Room 206, with the pink colored boot form that was attached to the front windshield of the vehicle, during normal business hours to pay any existing fines and boot fees. **Note: Student Solutions Center will not accept any payments without the required pink colored boot form.** Once the owner/driver has paid the fines and fee they must take a copy of their receipt of payment to the **Safety & Security Office** in Geary Student Union, Room 104. At this time the officer on duty will remove the boot from their vehicle. The owner will be required to sign a boot release form prior to removing the boot.

Any vehicle that is towed will incur towing charges levied by the authorized towing firm. The University is not responsible for any damages that might occur during the towing process by a towing company.

Emergency situations or Event Day restrictions may require immediate towing on 1st offense for any parking violation.

You must pay your ticket within 30 calendar days of the date of violation. All fines will be charged to your student account and could result in a hold on your account, registration and / or transcript.

Your permit and associated campus parking privileges may be revoked if you receive an excessive number of citations or fail to pay the necessary fines or otherwise choose to ignore University parking policies.

Notice: Please be advised that the Charleston Police Department (CPD) is enforcing the municipal parking ordinance along city streets around the University's campus. Do

not block city streets. Do not block fire hydrants or private driveways. Do not park in the grass.

Motor Vehicle Violations

Other Motor Vehicle violations that may result in citation, revocation of parking privileges, or arrest:

- **Reckless/Inattentive Operation, to include:**
 - **Excessive Speed or Too Fast For Conditions**
 - **Stop sign violation (may be video enforced)**
 - **Negligent, inattentive operation**
 - **DUI**
- **\$30 Fine may be levied**
- **\$100 Fine & Disciplinary Action for flagrant violations**
(IAW UC Student Handbook, Class B Violations, page 72,73)
- Equipment Safety Hazard
- Expired Motor Vehicle Registration
- Expired Safety Inspection (if required by state vehicle is registered in)
- No auto insurance

Disclaimer: These guidelines are subject to change based on campus needs.