

**PARKING & TRAFFIC
REGULATIONS**

Indiana University Southeast

University Police

Revised July 30, 2009

INDIANA UNIVERSITY SOUTHEAST PARKING AND TRAFFIC REGULATIONS

PURPOSE OF PARKING AND TRAFFIC REGULATIONS

The purpose of these regulations is to expedite the efficient flow of traffic on the IU Southeast campuses and to provide parking facilities for faculty, staff, students and visitors. Revenues generated from the parking fee system is used to operate, maintain, improve and expand all IU Southeast parking facilities.

AUTHORITY

I.C. 20-12-3.5-3 defines the authority of the University to regulate traffic and parking including but not limited to:

- 1) Provisions governing the registration, speed, operation, parking and times places and manner of use of motor vehicles, bicycles and other vehicles.
- 2) Provisions prescribing penalties for the violation of regulations may include the imposition of reasonable charges, the removing and impounding of vehicles which are parked in violation of the regulations at the expense of the violator, and the denial of permission to operate vehicles on the property of the institution.
- 3) Provisions establishing reasonable charges and fees approved by the Board of Trustees for the registration of vehicles and for the use of parking spaces or facilities owned and operated by the institution.

This law does not limit or restrict the powers of any other governmental authority with jurisdiction over public streets, roads or alleys.

At no time will the employees of Parking Operations be subject to verbal or physical abuse, including being threatened, cursed or assaulted in any fashion. Any such abuse will be reported to the appropriate University authorities for disciplinary action.

GENERAL TRAFFIC REGULATIONS

Anyone operating a vehicle on campus is responsible for being familiar with and complying with all parking and traffic regulations.

- The speed limit for motor vehicles on University property is 20 mph. No vehicle may be operated in any parking lot at a greater speed than is reasonable and prudent under existing conditions.
- Pedestrians have the right-of-way at designated crosswalks. Both pedestrians and vehicles must comply with all traffic signals.

- Any accident involving a motor vehicle on University property must be reported to the University Police immediately. (812-941-2400)
- Bicycles will not be chained or locked to undesignated University property (trees, benches, light poles, fences...) or areas prohibited by fire code (doorways, corridors, stairways, fire exits....) Bicycles may not be parked in a space designated for a motor vehicle.
- The use of skateboards is prohibited on University property due to dangers to personal safety and property damage. University Police may issue University citations to violators and/or confiscate skateboards. Confiscated skateboards may be returned to owner upon proof of identification or to a parent or guardian of children under 18.

GENERAL PARKING REGULATIONS

Lack of parking spaces, mechanical problems, inclement weather or other disabilities do not justify parking violations. A parking permit does not guarantee the holder a parking space, merely the opportunity to park in a specified area as defined by the privileges of the permit.

Ownership of the permit remains with the University. Permits are nontransferable and are not for resale. Permits must be returned to University Police when the user leaves the University or will not be parking on campus for a month or more to avoid accumulating additional charges.

Regulations are subject to amendment as approved by the Vice Chancellor of Administration and Finance and/or the Chancellor's Cabinet. The regulations are in effect and enforced at all times. In all cases of conflict, signs and markings should be presumed correct and will take precedence over any conflicting parking map designation. A vehicle is deemed parked when the vehicle is stationary, whether occupied or not.

All areas and facilities in the University parking system are controlled. Permit areas are designated by the appropriate signage. Signs are posted at the entrances and within lots as to proper permits authorized to park in the area. Permits issued indicate by color the parking areas permitted to the holder. Designated areas may be revised as parking needs change. Use of certain lots may be temporarily restricted to facilitate special events, construction, maintenance or other unusual circumstances. A parking decal is valid while conducting University business on campus, not for the purpose of storing a vehicle on campus.

The Softball Field lot located across Hausfeldt Lane does not require a permit during games.

- All vehicles parked in a permit lot must properly display a parking permit by hanging it from the rear view mirror post or clearly visible in the upper center of the windshield so that the permit number and expiration date are clearly visible from the front of the vehicle. Vehicles without permits must park in visitor lots or at meters. Departments planning events that will require public parking should contact the University Police at least two weeks in advance to make arrangements for visitors.
- Parking of motor vehicles on campus is confined to areas designated for that purpose or as directed by the University Police. Parking is prohibited on lawns, in construction areas, or any other area that would mar the landscape of campus, create a hazard or interfere with use of University facilities by others.
- Motorbikes, motorcycles and motor scooters are subject to all regulations and must be operated only on streets designated for normal automobile use. A parking permit is required. Designated motorcycle parking should be used for parking.
- The person in whose name a parking permit is issued is responsible for all violations by all vehicles displaying that permit. A citation is not excused because another person was using the vehicle or the permit. Drivers of University vehicles are responsible for violations they receive while operating the vehicle.
- IU Southeast honors parking permits from Indiana University and Purdue University campuses in comparable parking areas. Marked University vehicles may park in Blue or Red designated areas.
- Spaces designated for small/compact cars (No Trucks) are for vehicles with an overall length of 15 feet or less.
- Meters are enforced 24 hours a day, 7 days a week. Problems with meters should be reported to the University Police at 812-941-2400 immediately to avoid incurring violations.
- Any vehicle in violation of parking regulations or any which are apparently abandoned may be towed and stored at the owner's expense.
- Accumulation of 5 or more unpaid parking citations will result in a tow warning. The tow warning gives the violator 48 hours to settle all charges or the vehicle will be towed even if the vehicle is not in violation of regulations. Accumulating 8 or more unpaid citations will result in tow without warning.
- Habitual violators are defined by five unexcused parking violations within a calendar year. Habitual violators may lose parking privileges on IU Southeast property.

- Any vehicle in violation of towable offenses may be towed and stored at the owner's expense by the wrecker service of the University's choice. All fines and charges will be paid at the University Police office prior to the vehicle being released. Tow fees will be paid directly to the towing company. If the truck is called to campus and the owner appears before the vehicle is towed, the owner/violator shall be responsible for a dry-run fee to the wrecker driver. The same release conditions apply to vehicles immobilized.
- Altering any permit in any way or counterfeiting a permit is considered theft of services. Violators will be fined for the violation and may pay all back parking charges for the duration of the permit. Permit will be confiscated. Student violators will be referred to the Vice Chancellor of Student Affairs for student conduct violations. Faculty and Staff violators will be referred to the Vice Chancellor of Academic Affairs and Administrative Affairs respectively.

SAFETY RELATED VEHICLE ISSUES

Any vehicle located on the campus which is in its self causing a safety hazard, may be removed from campus. A safety hazard is identified as, but not limited to, leaking gas or oil, emitting toxic fumes or vehicles rolling out of a parking space. Fines and costs related to relocation and cleanup are the responsibility of the vehicle owner.

ABANDONED VEHICLES

IU Southeast Parking lots are not to be used for long-term vehicle storage. Long-term storage is defined as a vehicle that has not moved locations for more than two weeks. Any affiliate of IU Southeast with a valid parking permit may obtain permission in advance from the University Police to leave a vehicle longer than two weeks. Resident students with valid housing permits are exempt from this policy as long as they are legally parked.

If permission is not obtained, after two weeks a tow warning will be placed on the vehicle along with notification of current charges owed. The owner will then have 48 hours to remove the vehicle from the premises. Charges will be calculated at the daily visitor rate if the vehicle is left in a visitor area or does not display a permit.

PARKING VIOLATIONS

These regulations are internal administrative regulations of the University and do not replace state laws or municipal ordinances. Violations 11 and 12 are subject to tow or immobilization without warning in addition to a fine. Parking regulations are enforced 24 hours a day, 7 days a week.

- 1) Expired meter – any vehicle parking at a meter must pay the meter.

- 2) Line Straddling – any vehicle parking across lines in designated spaces thereby taking up more than one parking space or prohibiting use of the adjacent space by another vehicle.
- 3) Parking facing opposite traffic flow (where angled parking is provided or parallel parking along streets.)
- 4) Improper display of permit – only current, valid permits may be displayed; permit must be adhered to the lowest corner of the driver’s side front windshield. Permit number, barcode and expiration date must be visible.
- 5) No valid permit displayed – required in all permit lots.
- 6) Parking in posted or marked areas – no parking zones, yellow curbs, fire hydrant or fire lane, hash marked areas, crosswalk, blocking a drive or another vehicle, tow zone, exceeding posted time limits or otherwise prohibited by signs.
- 7) Parking in an area other than the type authorized by the permit displayed – example “Red” in “Blue” or “Service” area or “Blue” in a “Service” area.
- 8) Displaying a counterfeit or altered permit.
- 9) Displaying a fraudulently obtained permit – person does not meet the qualifications of obtaining the permit or permit has been reported lost or stolen.
- 10) Using an old ticket to circumvent parking regulations – having a ticket on the windshield that has been obtained in a different location, on a different day or on a different car in an attempt to not receive another one.
- 11) Parking in a reserved space without proper permit displayed.
- 12) Parking in a disabled space without proper permit, disabled placard or disabled license plate.
- 13) Moving violation – speeding, disregarding traffic controls or violations of state motor vehicle laws.

RIGHT TO APPEAL CITATIONS

Appeals must be filed in writing on the “Parking Violation Appeal” form (<http://www.ius.edu/UniversityPolice/pdf/appealform.pdf>) within 7 days of the date of the violation. Written explanations, supporting statements, photos, and diagrams should be attached. Appellants are encouraged to voice their appeal in person. In their absence the appeal will be read as written.

The Appeals Committee is an independent group of students, faculty and staff. They will hear the appeal and decide if the violation should be upheld or the appeal should be granted. The board shall consist of three (3) student members chosen by the SGA, one (1) faculty member chosen by the Faculty Senate and one (1) staff member chosen by the Staff Council. It is not necessary that the members of this group be members of the SGA, Faculty Senate, or Staff Council.

A quorum shall be three (3) members. If there is not a quorum present, the violations will be tabled until a quorum can be met.

The board shall meet monthly throughout the calendar year. The dates are posted on the University Police website (<http://www.ius.edu>).

The appellant will be notified by mail of the Appeals Committee's decision. The decision of the Appeals Committee is final.

The Chief of Police is an ex-officio in the Appeals meeting. The Chief will give advice and explain violations.

PARKING PERMITS

PARKING FEES, REGISTRATION AND PAYMENT

Permits may be purchased on-line during registration or online through "Optional Services" in the Bursar channel of OneStart. This option becomes unavailable after the permits are mailed. At such time permits can be obtained in person at the University Police Office.

Fees may be paid by cash, check, credit card, Bursar Account (Online Only) or Payroll Deduction. Employee pre-tax benefit is only available to faculty and staff who have their permits payroll deducted.

Permits will not be sold or issued to anyone who has outstanding citations.

All sales of permits are final. If you are unsure if you will be attending classes, you should not use the online permit option.

PROPER PLACEMENT OF PARKING PERMIT

An IUS parking permit is a repositionable window decal which allows the owner to peel it off and transfer it to another vehicle. The manufacturer guarantees up to 2000 transfers of the decal.

To affix the repositionable parking permit:

1. Remove all expired parking permits.

2. Make sure window surface is warm and clean so decal will adhere.
3. Remove protective cover from permit.
4. Affix permit on the lowest corner of the driver's side of the front windshield. Permit should be fully visible from outside vehicle, but not obstructing the driver's line of sight. This permit is not a permanent sticker. It can be peeled off and transferred to any other vehicle belonging to the permit holder.

If the repositionable parking permit no longer adheres to the windshield over a period of time, the owner may return the permit to University Police and receive a replacement permit at no cost. University Police also provides the option of placing the permit on a plastic permit displayer that attaches to the windshield by a suction cup. This displayer is available free of charge upon request.

REPLACEMENT

A defective permit should be exchanged immediately. There is no charge if the defective permit is turned in for a replacement. In the event a replacement is requested without the old permit, including lost/stolen permits, a \$10.00 replacement fee will be charged to the owner. If a lost permit is found after it has been reported, return it to the University Police immediately. Use of the permit may result in fines and vehicle impoundment.

Parking permits should be removed from a vehicle before ownership is transferred, upon termination of association with the University, expiration of the permit or receipt of a permit to take the place of a previously used permit.

Temporary permits are available at the University Police office and at dispensers located by each entrance to campus for persons who forget their regular permit.

PERMIT DESIGNATIONS AND ELIGIBILITY

Only persons with affiliation with the University may purchase permits to park on campus. Full-time staff cannot purchase a student permit; full-time students cannot purchase staff permits. Part-time status is determined by personnel rank code and Bursar status.

"Blue" Faculty Staff Permits

Eligibility – faculty, staff

Authorized parking – any "Blue", or "Red" area any time.

Parking at a meter with a permit is not allowed.

"Red" Student Permits

Eligibility – students

Authorized parking – any “Red” area.

Authorized in certain Blue zones after times posted on the zone signs. Beware, the time may be different if you pull through a space.

“Red” Campus Housing Permits

Eligibility – residents of campus housing (not eligible to purchase any other permit.)

Authorized parking – any “Red” area.

Authorized in certain Blue zones after times posted on the zone signs. Beware, the time may be different if you pull through a space.

Vehicles with valid Campus Housing permits are not subject to the abandoned vehicle tow policy.

Disabled Parking Endorsement

Eligibility – faculty, staff, student with a physical disability that is documented by state permit.

Authorized parking – any “Blue”, “Red”, disabled space.

Applicants must submit either a copy of their state tag with the yellow receipt or driver’s license or vehicle registration to disability services to receive a disabled parking endorsement.

Visitors may park in disabled spaces if they display a state issued hang tag or plates in conjunction with a valid visitors permit.

“Arts” Permits

Eligibility – students of the Arts Institute’s non credit programs. Students, faculty and staff of IU Southeast are not eligible for this permit.

Authorized parking – “Red” area of the Hickory Lot.

Authorized in Blue zones of Hickory after 5:00 PM.

“Grenadier” Permits

Eligibility – Members of the Grenadier Club, Athletics donors, and Athletics volunteers. Students, faculty and staff of IU Southeast are not eligible for this permit.

Authorized parking – “Red” area of the Evergreen East and West Lots.

Authorized in certain Blue zones after times posted on the zone signs. Beware, the time may be different if you pull through a space.

“Special” Permits

Eligibility – Faculty and Staff with IU retirement, members of IU advising boards, and at the discretion of the Chancellor.

Authorized parking – any “Blue”, or “Red” area any time.

VISITOR PARKING

Visitor parking is available for all lots on the IU Southeast campus using a one-day permit.

Parking meters are located to facilitate visitor and short-term parking in close proximity to University facilities.

One-day guest permits are available for use in general permit parking lots. The cost of these permits is the daily visitor rate. They may be purchased at the automatic dispensers located near each entrance to campus, or at the University Police.

Authorized parking – “Blue” and “Red” areas. (Not valid at meters)

DEPARTMENTAL PARKING REQUEST

Departments planning events that will require public parking should submit the “Departmental Parking Request” to the University Police at least two weeks in advance for consideration. This form can be located on the University Police site.

www.ius.edu/universitypolice

To be considered for free parking and/or the waiving of enforcement, the event must be planned and hosted by an on campus department. Free parking will not be considered for events that charge admission or attendance fees. These fees can be charged through Conference & Catering for each participant.

Individuals that are donating their time, talent or resources to make the event possible for our campus may be considered for a free parking permit for that day.

When possible, please plan large events Friday – Sunday, as there will be less stress to the campus parking facilities on these days.

It will be at the discretion of the University Police to issue permits, waive parking for specific lots or deny any request.