

The intent of the parking regulations for Ashland University is to provide a regulatory means of ensuring that no individual takes undue advantage of the rights and privileges of all those who use the facilities.

**Contents:**

- **Who should register a vehicle?.....2**
- **How does a student register a vehicle?.....2**
- **Where should students park?.....2**
- **Where are students not allowed to park?.....3**
- **Temporary/Visitor Parking Passes.....4**
- **CCP Parking Passes.....4**
- **College of Nursing Student Parking.....4**
- **Violation of Parking Policy.....5**
- **Towing of Vehicles.....6**
- **Parking Fines & Appeals.....6**
- **Important Campus Parking Information.....7**

Safety Services can be reached 24 hours a day, 7 days a week

419-207-5555 • [dispatcher@ashland.edu](mailto:dispatcher@ashland.edu)

### **Who should register a vehicle?**

Ashland University requires all registered students that are resident or commuter students who will be parking or operating a vehicle or motorcycle on campus must register their vehicle online. This must be done each academic year.

Registering your vehicle is an acknowledgement of these parking policies and serves as an agreement by the registrant to abide by all regulations set forward by Ashland University.

Parking on Ashland University campus is a privilege given to all students, providing the parking regulations and policy are honored. This privilege can be lost for continued violation of these rules. All violations will result in parking fines.

Ashland University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on campus property. Registering a vehicle does not hold our campus responsible for any damage or theft while your vehicle is parked on campus.

### **How does a student register a vehicle?**

Students can register for their parking permit online through the student portal by selecting the option for Etrieve Forms. The student parking registration is found under the Students section, named Student Parking Registration. Filling out all the required fields will ensure that you get a parking lot that is best suited for you. Assignment of the lots is given first to juniors and seniors during their registration period. Once registration opens for all other class levels, the lots are assigned on a first come first serve basis. If you choose a preferred lot that is full, you will be assigned a secondary lot and put on a waitlist for your preferred lot. If you are able to move to your preferred lot, you will receive an email from Safety Services letting you know how to get moved to that lot.

Once the registration is received, you will receive an email with the next steps. Registering your vehicle prior to the beginning of the academic year as a resident student, you will receive your permit when you check in to move into your dorm. Registering your vehicle as a commuter means that your permit will be available to you after July 15<sup>th</sup> in the Safety Services office located in the Hawkins Conard Student Center. Any registrations made after the start of the academic year will be available within 24 business hours of the registration in the Safety Services office.

Students are charged \$95 for the parking permit for the full academic year. If you only have a vehicle on campus for spring semester that cost is \$47. Fall semester graduates that have paid for a full academic year may request a refund for the Spring semester if that request is made prior to the last date of classes. Refunds can be requested by coming to the Safety Services office on campus or by emailing [security@ashland.edu](mailto:security@ashland.edu). Should there be reason that you need to change parking lots during the academic year, the cost of the new permit, if your vehicle is already registered, would be \$2 for the new sticker.

### **Where should students park?**

Students are assigned a lot they are allowed to park in based on their residency on campus. Each hall has nearby parking lots that students are assigned to based on availability. Students are required to stay in their assigned lot. Should their lot be full due to a campus event or other circumstance, they should park only in other student parking lots. As a commuter student, you can park in any of the lots that have a commuter status row marked. Students may park in faculty staff lots/spaces for loading/unloading purposes and must have their flashers on for only a maximum of 15 minutes. Student parking lots are as follows:

- ◇ Lot M
  - Resident students only. Students are not to park in the marked faculty/staff spaces within this lot
- ◇ Lot B
  - Resident and commuter students. Commuters can park in the rows marked. Resident students are not permitted to park in the marked commuter rows.
- ◇ Lot H
  - All students with a valid permit
- ◇ Lot G
  - Resident students only. Commuters can park in the rows marked.
- ◇ Lot J
  - Resident students only. Students with a Lot J, G, H, L, K, or F permit are prohibited from parking in the athletic reserved spaces. Students with a valid permit that are a campus athlete can use these spaces during use of the sport facilities.
- ◇ Lot L
  - Resident students only.
- ◇ Lot K
  - Resident students only.
- ◇ Lot I
  - Commuter students only.
- ◇ Lot C
  - Commuter students only in the rows marked.
- ◇ Lot T
  - All students with a valid permit.
- ◇ Lot F
  - Resident students only. Students are not to park in the marked faculty/staff spaces within this lot.

NOTE: Student vehicles are not to be used for general transportation between campus buildings. Please take this into consideration and allow ample time to get to your class and/or practices before they begin. Lack of time to walk is not considered a valid excuse for violating parking policies.

### **Where are students not allowed to park?**

Students are not permitted to park in any of the following areas:

- ◇ Fire Lanes
- ◇ Handicap Parking
- ◇ Visitor Parking
- ◇ Faculty/staff lots or marked spaces during the hours of 7am-5pm Monday through Friday (Lot D, C, P)
- ◇ Service Vehicle spaces
- ◇ No Parking Zones
- ◇ Grass, gravel, construction areas or any area not designated as a parking space or lot

Handicap parking may be used only with permission upon students providing a written excuse from a physician. This type of permission will be granted for limited time periods only. All other use of handicap parking requires a handicap permit or license plate issued by the State of Ohio.

Faculty/staff lots/spaces are permitted from 5pm-7am during the week and during the weekend. However, vehicles in these spaces/lots outside of this time are subject to a parking violation.

As a student at Ashland University, you are never a visitor. These parking spaces are never to be used by students.

### **Temporary/Visitor Parking Passes**

Students can be given temporary passes if they are borrowing/renting another vehicle while their registered vehicle is unavailable. To obtain this pass, go to the Safety Services office in the Hawkins Conard Student Center. You will need to have the license plate number of the vehicle you will be driving on campus. These permits can only be given 1 week at a time. They can be reissued if your registered vehicle is still not available at the end of that time. Temporary permits can be given to students that do not have a registered vehicle on campus on a case-by-case basis and will only be permitted with approval by the Safety Services office.

Visitor parking passes can also be obtained in the Safety Services office in the Hawkins Conard Student Center. These passes are for friends or family so that they do not receive a ticket while they are on campus. If you have someone coming to visit you, please get them a visitor pass. This allows our safety officers to know that their vehicle is permitted to be on campus.

### **CCP Parking Passes**

As a College Credit Plus (CCP) student you are required to get a parking permit. These permits can be obtained by registering through the student portal. The student parking registration is found in Etrieve forms, under the Students section, named Student Parking Registration. Students will fill out this form, marking required options by selecting CCP. This permit will be given to you during your orientation. If you do not get it during orientation or register after the beginning of the semester, the permit will be available to you in the Safety Services office located in the Hawkins Conard Student Center. As a CCP student, you are able to park in any lots/spaces marked for our Commuting students. Refer to the section *Where Can Students Park?* for these specific parking options.

### **College of Nursing Student Parking**

Students that are resident students at the College of Nursing (CON) campus will register for a parking permit like Ashland Main Campus Students. These students will receive their permits during their check-in. If they are not obtained during this time, their permits will be sent to the CON campus, and they will be able to get their permit from the Student Housing Director. CON resident students are to park in the lots designated on the College of Nursing campus. They are not permitted to park in marked faculty/staff spaces or otherwise reserved spaces.

Students that are CON commuters will also register for a parking permit like Ashland Main Campus commuter students. They will be able to get their permit from the Student Housing Director on the CON campus. Commuters are not permitted to park in marked faculty/staff spaces or otherwise reserved spaces. They are able to park in all other parking areas on the CON campus.

If you are a Physician Assistant student and are living on the campus with your family, you are able to receive up to 2 parking passes for vehicles used by the student and their family. Additional parking permits may be allowed with a discussion with the Director of Safety Services, only if space allows.

### **Violation of Parking Policy**

Anyone who owns and/or operates a motor vehicle on the Ashland University campus must obey the campus rules pertaining to motor vehicles. The person to whom the vehicle is registered (Ashland University registration) will be responsible for all the Ashland University citations issued for that vehicle. If the vehicle has not been properly registered with the Safety Services Department, citations may be issued to the owner of the vehicle or the student operator. It is expected that drivers will operate motor vehicles on campus in a responsible manner. Irresponsible use may result in fines, immobilization, towing, and/or judicial action. During the summer and over breaks (i.e., Christmas, spring, etc.) students are still expected to adhere to the parking regulations.

Any student who brings a vehicle on campus and fails to register that vehicle is subject to fines and/or disciplinary action by Student Life.

Safety Services reserves the right to trace the license plate number of any unregistered vehicle parked on Ashland University property through previous years registry vehicles. When student identification is established after tracing the license plate of an unregistered vehicle, any parking violation fines incurred by the vehicle will be added to the student's account.

### Chronic Offenders

A person is classified as a chronic offender after receiving three tickets. Further violations may result in judicial action. After the fourth violation, offenders are also subject to having an immobilization device installed on their vehicle or having the vehicle towed. The student (or owner) will be responsible for towing and impounding costs. Continued disregard of the parking policies may also result in the offender losing all parking privileges on campus.

The vehicle immobilizer, or "boot", is a yellow device that is installed on a wheel that renders the vehicle disabled until the device is removed. Tampering with or removing the device may also result in civil or criminal charges. Ashland University and the installer of the device are not responsible for any damage to a vehicle caused by the device. The cost to have the device removed is \$25, and the owner and/or student operator of the vehicle may be subject to paying the cost of vehicle registration for the semester or academic year. Vehicles that have been issued more than one ticket for being unregistered are subject to being immobilized.

### Towing of Vehicles

Ashland University uses an outside company to tow and impound vehicles and assumes no liability for the vehicle or its contents during the tow or impounding. Prior to towing, Ashland University will use all means possible to contact the owner of the vehicle to avoid having it towed. The only exception is students known as chronic offenders for violation of the parking policy, these will be towed without contact as their last received ticket would have indicated the next violation will result in the towing of their vehicle. The following outlines the Ashland University policy on towing and impounding vehicles:

- ◇ Enforcement Tow and Impound: After an individual has been classified as a chronic offender, further violations may result in the vehicle being towed and impounded at the expense of the student operator (or owner). Towing will be authorized by the Safety Services Director or officer on duty. In some situations, a vehicle may be towed and impounded if they are not a chronic offender if they are violating one of the following and all efforts to reach the owner/student operator have failed. Enforcement tows and impounding include, but are not limited to, vehicles:
  - Parked in a handicapped spot, fire lane, or fire department hook up
  - Blocking lot entrances, traffic lanes, or blocking vehicles

- Unregistered vehicles and whose operator fails to comply with a request or directive from associates of Safety Services
  - Displaying a forged permit or whose owner/operator provided false registration information
  - Whose operator fails to comply with parking regulations
  - Parked in an area blocked off for special event parking or construction
  - Parked in crosswalks or pedestrian walkway
- ◇ Abandoned Vehicles and/or Hazardous Vehicles: A vehicle is considered abandoned if the vehicle is unregistered, the owner has not responded to tickets, and/or the vehicle has not been moved in several days. If the vehicle is claimed after already being towed, the owner is responsible for paying any fees to claim the vehicle. Vehicles leaking a hazardous substance may also be towed without notice to the owner or operator. Towing is at the expense of the vehicle owner. Vehicle owners are also responsible for any damage to the environment or other property as a result of hazardous material leaking from the vehicle.

### **Parking Fines & Appeals**

Parking fines can range from a minor violation at \$5, up to \$100 for larger or multiple violations. The indicated cost of the violation will be marked on the ticket received, along with the violating reason for the ticket. In general, the cost per violation is as follows:

- ◇ Faculty/Staff or Visitor lot or spaces - \$50.00
- ◇ Parking in unassigned lot - \$50.00
- ◇ Reserved or Restricted parking lot or spaces - \$50.00
- ◇ Valid permit not displayed or Misuse of Permit - \$50.00
- ◇ Failure to move for event parking - \$5.00
- ◇ Improper display of permit - \$5.00
- ◇ UNREGISTERED VEHICLE - \$50.00 \*

\*All student vehicles must be registered to park on campus. A \$50.00 fine will be added for any vehicle not registered at the date and time a citation is written. Please refer to section *How does a student register their vehicle?* for help in registering your vehicle.

Do not ignore your parking tickets. If you receive a citation, it is your responsibility to read all instructions located on the citation and follow through with the instructions as needed.

Fines may be paid by cash, check, or credit card at the Safety Services office within 72 hours of the violation. Additionally, you can dispute your ticket within those 72 hours. You are able to submit your parking appeal by going through the Student Portal and using Etreive, under Student Forms and clicking on the Parking Appeal form. In the event there are multiple violations noted on the ticket, all violations will be assessed.

If no attempt to dispute your ticket is not made within 72 hours, the fines will stand and will be applied to your student account. ALL parking fines you receive will be added to your student account.

Please be aware the following is not considered an appropriate reason for appealing your citation:

- ◇ Parked in a fire lane or other restricted space for only a few minutes.
- ◇ Inclement weather.
- ◇ Late for class, work, or meeting.
- ◇ Another student, faculty or staff member indicated incorrectly that parking is permitted at a particular location.
- ◇ Unaware of allowable parking lots or allowable parking methods.
- ◇ Previous observation of inappropriately parked vehicles in the same lot or method.

### **Important Campus Parking Information**

All regulations listed within this policy are in effect 24 hours a day, 7 days a week, throughout the year. For the safety of all, students are required to obey the instructions of any Safety Services officer who observes any violation of these actions.

Pedestrians always have the right-of-way.

Driving on sidewalks, corridors or lawns is not permitted.

Removal of barricades or safety cones to obtain access to restricted areas is not permitted.

Students are prohibited from any unsafe driving activities on campus grounds.

All motor vehicle accidents that occur on campus must be reported to Safety Services immediately at 419-207-5555.

Safety Service Officers can help in the event of a vehicle lockout or a vehicle needing a jump start. Vehicles that are registered on campus can receive this help at no cost, if the vehicle is not registered on campus there is a \$25 fee for their services.

Safety Services should be your only source of information regarding parking policies contained within these Student Parking Regulations. Safety Services is not responsible for any incorrect information given by any unauthorized sources. If you have questions regarding the parking regulations, please contact their office at 419-207-5555 or email [security@ashland.edu](mailto:security@ashland.edu).





## Student Parking Regulations

Safety Services•419-207-5555•[dispatcher@ashland.edu](mailto:dispatcher@ashland.edu)

Every attempt has been made to provide complete information to the Ashland University community. Any parking situations not covered by the written Student Parking Regulations shall be defined by the Director of Safety Services.

Ashland University Student Parking Regulations are subject to change. Any amendments will be appropriately communicated.