Ashland University Parking & Traffic Regulations

The intent of the parking regulations for Ashland University is to provide a regulatory means of insuring that no individual takes undue advantage of the rights and privileges of all those who use the facilities. Fines are not intended to be a revenue producer for the university, but rather a deterrent for not abiding by the parking policies.

General Conditions

Depending on availability, all students and employees are permitted to operate and park a licensed motor vehicle on university property providing the following conditions are met: 1. The operator must have a valid driver’s license. 2. The vehicle must display a valid, unexpired license plate from a state licensing authority. 3. The vehicle must be in reasonable operating condition and not be leaking any hazardous substance or pose an environmental threat. 4. All vehicles must be properly registered with the Safety Services Department of Ashland University. 5. All university parking and traffic regulations must be followed.

Summer/Break Regulations

During the Summer and over breaks (i.e., Christmas, Spring, etc.) students are still expected to adhere to the parking regulations. Students who are in violation of parking policies over breaks subject their vehicle to receiving tickets and/or being towed at the students (owners) expense.

Parking Permits

• Graduate Assistants Graduate assistants will be issued a student parking pass at no charge. In order to secure this permit the Safety Services Department must receive written documentation from the dean or chair of the department.

• Motorcycles and Bicycles Motorcycles are required to be registered with the Safety Services Department. Motorcycles may not be parked inside buildings, adjacent to building entrances, or in no parking areas. Bicycle registration is optional.

• Temporary Parking Permits Temporary Parking Permits must be obtained for persons bringing an unregistered vehicle on campus for a short period of time (one week maximum). Students may be issued a maximum of three temporary permits per semester. The cost is $1 per week. Students may only have one vehicle on campus at a time. Students who have a registered vehicle may be issued, at no cost, a temporary permit for a vehicle replacing their registered vehicle for a period not more than one week.

• Lost or Stolen Permits A lost or stolen parking permit should be immediately reported to the Safety Services Department. The permit number will be voided and a new permit will be issued at a cost of $80.00. Anyone using a lost or stolen permit will be fined, lose their parking privileges, and be subject to judicial action.

• Refunds Any refund for a parking permit must be approved by the Director of Safety Services.
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- **Revocation of Permits** The Safety Services Department reserves the right to revoke a permit, and any associated privileges, for persons who are determined to be chronic offenders of the parking regulations. If a student misrepresents their class or employment status to secure a permit, they may lose their parking privileges and be subject to judicial action.

- **Special Permits** Temporary permits allowing a student with physical limitations to park in lots closer to their buildings are issued by the Safety Services Department. This permit, which is for Ashland University parking facilities only, does not permit the user to park in a marked handicap or visitor space. To secure a special permit a request must be made to the Director of Safety Services. Only vehicles displaying a valid handicap permit issued by the state may park in a marked handicapped space.

- **Visitors** Registered students are not eligible for visitor status. Visitor passes are available at the Safety Services Department, at no charge, for bona fide visitors. Parents or other visitors who receive a parking ticket can simply submit the ticket to the Safety Service Department to be voided. Voided tickets are tracked to insure no one takes advantage of this process.

**Parking Facilities**

- Students (and employees without special permits) are not permitted to park in marked visitor, handicap, or reserved spaces at any time.

- Students are not permitted to park in other student lots or area in a lot (for duel permit lots).

- Students may park in faculty/staff areas (with the exceptions of Lots A & E) ONLY during the following times:

  **Weekend** -- 5:00 p.m. Friday to 7:00 a.m. Monday
  **Monday, Tuesday, Wednesday, & Thursday** -- 5:00 p.m. to 7:00 a.m.

Student vehicles in faculty/staff lots and areas between 7:00 a.m. and 5:00 p.m. Monday through Friday are in violation of the parking policies and will be issued a violation notice (ticket). Students who abuse this privilege of being able to park in faculty/staff during restricted times may have their vehicle immobilized, or towed at their expense. **Students are not permitted to park in Lot E (Amstutz) or Lot A (Bixler) at any time.**

- Unless otherwise marked by signage or permission is granted by the Safety Services department, students are not to park in grass, gravel “overflow areas”, or construction areas.

- Students and employees are not permitted to park their vehicle in any campus area not designated (and marked) as a parking lot.

- Flashers may be used for up to 20 minutes when loading/unloading your vehicle, or when temporarily parking in another lot. Parking (even with flashers on) in a fire lane, driveway, or
otherwise blocking traffic flow, is not permitted at anytime and may result in your vehicle being towed at the owners expense. Vehicles parked for more than 20 minutes (even with flashers on) will be ticketed and/or towed. Parking in handicap, visitor, or reserve spaces is prohibited (even when using flashers).

**Accident Liability**

Accidents involving vehicles operated or parked on the Ashland University campus should be reported to the Safety Services Department. Ashland University assumes no liability for the care and/or protection of any vehicle or its contents at any time it is parked or operated on campus.

**Violations and Penalties**

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.

**Fines**

Fines may be paid at the Safety Services office within 72 hours of the violation. After 72 hours, fines are automatically assessed to the student’s account and may be paid in the Business Office. Parking fines may not be paid using coins. In the event there are multiple violations noted on the ticket, all violations will be assessed.

**Class I Offense (Possible judicial processing, also - Minimum fine $25)**

- Failing to register vehicle
- Falsifying application information
- Tampering with or forging a permit
- Reckless operation *
- Occupying a handicapped space without a state issued permit *
- Fire lane *
- Blocking access to fire equipment hook-up *
- Failure to comply with request/directive of a university official (including student ticketing clerks)
- Parking in an unassigned lot or area (including unmarked areas)
- Parking in a parking lot entrance (restricting flow and visibility) safety hazard
- Parking in a service area, reserved or visitor space
- Tampering with an immobilization device
- Parking in a crosswalk, walkway, or traffic lane within a parking lot
- Parking in an area blocked off for special events (*) also subject to citations issued by Ashland City Police

**Class II Offense (Minimum fine $5)**

- Not parking within designated space (over lines)
- Improper display of permit
- Loud/offensive/noisy vehicle
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Definition of Offenses

Failing to register vehicle Any vehicle owned and/or operated by a student that has not been registered with the Safety Services Department. Students must register their vehicle within 48 hours of bringing vehicle to campus. Tickets issued to students who have not yet registered their vehicle have 48 hours to bring the ticket to the Safety Services office to register their vehicle and have the unregistered portion of the ticket voided.

Falsifying application information Deliberately providing false information on the registration form or to the Safety Services Department.

Tampering with or forging a permit A permit that has been altered or forged.

Reckless operation Operating a motor vehicle in a manner determined by a Safety Services officer to be unsafe for the conditions at the time. This includes excessive speed, driving erratically, and operating a motor vehicle while impaired. The city police will also cite drivers for this violation. In the event a Safety Service Officer encounters a driver who may be impaired, the officer may notify the Ashland City Police.

Handicapped parking Vehicles parked in a handicapped space without displaying a state issued permit are in violation of the regulations and are also subject to a citation (and possible towing) by the city police.

Fire lane Parking in a marked fire lane. Parking in this area with flashers on is still a violation. The police will also issue citations for this violation.

Blocking access to fire equipment hookup Same as fire lane violations. This includes fire hydrants and building hookups. Failure to comply with request/directive of a university official (student ticketing clerks included)

Failing to comply with an officer or clerk’s directive to move or not park a vehicle in an area designated by the officer or clerk.

Persons who do not respond to or ignore a verbal directive are also subject to having their vehicle towed at their expense.

Unassigned lot or area Parking in a lot or area that requires a permit different than the one issued. This includes grass or gravel overflow parking areas that are not designated for student parking, lawns, and pedestrian walkways. Students are not permitted to park in visitor lots or spaces.

Parking in a parking lot entrance Vehicles parked in a lot entrance/exit creating a safety hazard and restricting flow. Vehicles blocking entrances may also be towed with no warning to the owner and at the owner’s (or operator’s) expense.

Parking in a service area, reserved, or visitor space Students are not permitted to park in service, visitor or reserved, parking areas (includes evenings and weekends). In the event a student has items to unload
from a vehicle to take into a building, they may park in a service, unloading or adjacent space for a period of not more than 10 minutes. The vehicle must have the emergency flashers on and not be parked in a manner to block a walkway or be in a handicapped space. Vehicles parked in these areas for more than 10 minutes are considered to be in violation (even with flashers on). A student who has been identified as a chronic offender and abuses this privilege may have their vehicle towed, at their expense, for continuing to park adjacent to building entrances or in areas not authorized for their permit.

**Parking in a crosswalk, walkway, or traffic lane in a parking lot** Vehicles parked in a manner to restrict vehicular and/or pedestrian traffic flow. This includes parking at the end of a row in an unmarked space or along the perimeter of a parking lot. Vehicles parked in this manner are also subject to towing with no warning to the owner and at the owner's (or operator's) expense.

**Parking in an area blocked off for special event parking** Parking in an area that has been designated and blocked off as special event parking. This includes construction areas. If a student parks in an area already blocked off, they will be issued a citation and possibly towed. The student (or owner) will be responsible for all towing and impounding fees.

**Not parking within a designated space (over lines)** Parking on or over the lines of a marked space thus making it difficult for anyone to use the adjacent space, or taking up two parking spaces. This may include the marked areas at the end of a row. If the vehicle is blocking a traffic lane or preventing the operator of an adjacent vehicle from maneuvering out of their spot, the offending vehicle will be towed at the student's (or owners) expense.

**Improper display of permit** Failing to display a parking permit as directed by the Safety Services Department. The location for placement of the permit is communicated to the vehicle operator at the time of registration. In some instances alternative locations are acceptable with prior approval by the Safety Services Department.

**Loud/offensive/noisy vehicle** Vehicles that are excessively noisy, and result in complaints to the Safety Services Department, are in violation. This may include vehicles modified with aftermarket parts. In some cases an operator may also be cited by the city police.

**Chronic Offender Policy** A person is classified as a chronic offender after receiving six 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. Students who have accumulated enough violations to be considered a chronic offender (in the current year) will not be assigned a lot until one week after the pre-registration for sophomores.

**Vehicle Immobilization Device** The vehicle immobilizer, "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 is a Class I offense and 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. Vehicles that have been issued more than one ticket for being unregistered are subject to being immobilized. Persons who have been classified as chronic offenders may also have a vehicle immobilization device installed on their vehicle.

**Towing and Impounding 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. The following outlines the Ashland University policy on towing and impounding vehicles:

1. **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 (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 regardless of whether or not the owner or operator has been classified as a chronic offender (even first offenses). 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
   - that are unregistered
   - whose operator fails to comply with a request or directive from an officer or student ticketing clerk
   - 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
   - taking up more than one parking space (unless lines are not visible)
   - parked in crosswalks or pedestrian walkways

2. **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.

3. **Other Tow** In some cases vehicles may have to be towed for reasons other than the ones listed above (i.e. emergency situations, unscheduled maintenance, etc.). The Safety Services Department reserves the right to tow vehicles for these reasons. In cases such as unscheduled maintenance, the vehicle may be relocated to another area in the same lot or another reasonably close lot and Ashland University will be responsible for the cost of the tow.