



SAVANNAH STATE UNIVERSITY

**PARKING POLICIES
AND REGULATIONS**

July 1, 2016

PARKING 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. **An email is sent to the individual listed as registrant to inform of the violation, if the vehicle is registered in the parking management system.** If the vehicle is not registered, the license tag registration is processed through Retrieval of Vehicle Registration (RoVR) to DMVs. A letter with the citation information is mailed to the registrant informing of the citation. 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, the Bursar's office will be responsible for collections. This means that failure to pay parking citations will result in a student not being permitted to register for classes, graduate, 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.

Parking regulations are enforced 7:30 AM-4:00 PM Monday through Friday. Reserve and handicap spaces are enforced 24/7.

I. Vehicle Identification and Liability

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 in order to purchase a parking permit, 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, extra-curricular, or recreational.

II. Vehicle Permits (Decals) and Fees

- A. All students, faculty, and staff who park on campus are required to obtain a University parking permit (go to www.savannahstate.edu/permit and login using your SSU network ID and password), unless the vehicle has a **valid** decal or other type of permit from another University System of Georgia institution <http://www.usg.edu/inst/>.
- B. Individuals may only purchase permits for those vehicles to which they, their spouse, parents or guardians hold the title or lien.
- C. All permits expire on the 31 of August each year or for as long as the student is currently enrolled in classes. The subsequent year's permit may be placed on a vehicle prior to August 31.

- D. A residential permit is only valid for the current term a student is enrolled and registered to live in University housing. Students moving off-campus from on-campus or vice-versa must purchase an appropriate new permit for \$10.
- E. Unless a reserved parking space is purchased, the purchase of a parking permit does not guarantee parking in a specific space on campus. Reserve parking spaces are reserved 24/7.
- F. Permits and Citations are official documents of the University. Persons falsifying, copying, stealing, altering or mutilating an official document will be subject to criminal and administrative action.

G. Temporary Parking Visitor's Day Pass

Under the following circumstances, a temporary parking day pass can be downloaded and printed from online at www.savannahstate.edu/permit; or issued from the Information Booths at LaRoche Main Entrance or Falligant Gate Main Entrance.

- a. **Visitors.** Visitors must download and print a one-day permit at www.savannahstate.edu/permit or obtain at the LaRoche Avenue Information Booth or Falligant Street Information Booth. Visitors or guests requiring a permit longer than one day must make their request at the Auxiliary Services Parking and Transportation Office in King-Frazier 127.
- b. **Workshop Groups/Department Volunteers.** A special permit will be provided by the events coordinator or Auxiliary Services staff which will allow members of groups coming onto campus to be identified for the duration of their workshop or service. Contact Auxiliary Services at 912.358.3109 for more information.
- c. **Contractors.** On-campus long-term contractors follow the same rules as SSU employees. Contractors coming onto campus for one day must follow the instructions for Visitors. Contractors coming onto campus for multiple days must have a special temporary permit made for them by Auxiliary Services. Departments hiring these contractors are responsible for notifying Auxiliary Services of the needed permits. Parking for these contractors will be limited in time and location.
- d. **After Hours or Weekend.** Students who bring a vehicle onto campus during non-business hours, nights, or weekends; or are unable to purchase a parking permit during non-business hours, must download and print a one-day permit at www.savannahstate.edu/permit or obtain a temporary parking day pass at the LaRoche Avenue or Falligant Gate Information Booths. The pass would only be valid for 24-hours on weekdays. A pass must be obtained daily on the weekends for guests and visitors. If a currently enrolled student requires a day pass at night or weekends, on the next business day a valid parking permit must be purchased.

H. Temporary Parking Permits.

Under the following circumstances, temporary parking permits will be issued from the Auxiliary Services Office in 127 King-Frazier to University community members who have already purchased a permit. In every case, you must bring with you the information required below, and the make, model, and tag (license plate) number of the vehicle. **Temporary passes are not provided for employees or students who have not purchased a permit, except as indicated below. Please do not request an exemption based on financial need.**

- a. **Rental Car.** When you are using a rental car, you must present the vehicle rental agreement. The temporary permit will be issued only for the length of time on the rental agreement.
- b. **New Vehicle.** Your tag application or other official documentation must be presented as proof of the date of purchase. If you currently have a temporary dealership license tag, you will need to register your vehicle and input the temporary dealership tag. Once your permanent license tag arrives, you will need to login into your parking account

(<http://www.savannahstate.edu/permit>) to update your license tag information by reading your vehicle; or visit Auxiliary Services (King-Frazier 127).

- c. **Mechanical Repairs.** You can receive a temporary permit for mechanical repairs up to 5 days with no documentation, as long as you have purchased a decal. After 5 days, documentation from the repair shop showing how long the car is expected to be in the shop must be presented in order for a renewal to be issued.

Temporary parking permits are issued for \$5.00 each for:

- a. Students beginning school during the second summer session,
- b. Students bringing cars onto campus for the first time during the last two weeks of the semester,
- c. SSU employees or temporaries hired for fewer than 60 days (upon receipt of e-mail from the hiring supervisor),
- d. Summer group attendees or instructors, and
- e. SSU employees hired after the first of June or first of December, through the end of those months only.

- I. All parking lots have lot signs indicating the permit category of who is permitted to park in the designated lots. The fees and assigned parking locations for each parking permit category 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 Residential lots. The cost for resident parking is \$50 per year. To view a list of Residential parking lots, visit <http://www.savannahstate.edu/fiscal-affairs/parkinglots.shtml>

- i. **Resident Parking Lot Assignments**

1. Lot assignments will be made to Camilla Hubert, FLLC/Bowen-Smith, Tiger Court/Wright, Bostic Hall, University Commons, and University Village parking lots. (All lots except for University Village and University Commons lots are referred to as “up-top” lots.)
2. The assignment rules apply to all resident students in the “up-top” residence halls, regardless of your classification.
3. Students living in Camilla Hubert, FLLC, Bowen-Smith, and Bostic are only given one choice for residential lot assignment (which is the lot closest to their residential hall). Students living in Tiger Place, Tiger Court, and Wright Hall are given multiple choices for residential lot assignment.
4. Hubert Tech and Alexis Circle have spaces designated as “General Residential Parking”. Students living in Tiger Place, Wright Hall, and Tiger Court will be given all of the “up-top” choices, and are advised if your chosen lot is full, you will need to park in General Residential Parking.
5. Students are not **assigned** to General Residential Parking, but all resident students from “up-top” residence halls will be allowed to park in General Residential Parking as overflow.
6. Students living “up-top” are advised that you **must** park in **either** the lot with their assigned permit **or** General Residential Parking during restricted hours.
7. University Village and University Commons residents are not allowed to park in General Residential Parking “up-top”.

8. Parking restrictions noted above are in effect 7:30 a.m. – 4:00 p.m. Monday through Friday on class days.
 9. When parking restrictions are not in effect, resident students may park anywhere on campus (other than reserved/designated spaces), but no other permit classification may park in a residence hall lot.
- **Commuter** – Commuter students will be allowed to park in any parking lots designated as Commuter lots during restricted hours. Commuter students may not park in areas not designated as Commuter lots. Commuter students may not park in the University Village or the University Commons parking lots at any time, day or night. The cost for commuter parking is \$50 per year. To view a list of Commuter parking lots, visit <http://www.savannahstate.edu/fiscal-affairs/parkinglots.shtml>
 - **Faculty and Staff** – Faculty and staff will be allowed to park in any parking lots designated as Faculty and Staff lots, or in spaces in other lots specifically designated for faculty or staff. Faculty and staff will pay \$85 per year. To view a list of Faculty and Staff parking lots, visit <http://www.savannahstate.edu/fiscal-affairs/parkinglots.shtml>
 - **Reserved Parking** – Spaces throughout campus are designated as reserved spaces. These spaces may be purchased on a first-come, first-served basis. Individuals who purchase reserved parking permits 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 \$160 per year. Reserved spaces may only be purchased by current faculty or staff members. Reserved spaces may not be enforced during registration, housing move-in, open campus, homecoming, or other University events.
 - **Retirees** – Retired employees of SSU may purchase a retiree permit. The cost of this permit is \$50 per year, and it allows the retiree to park in any faculty or staff space (except for a reserved space).
 - **Vendor** – Vendor employees will be allowed to park in any parking lots designated as Faculty and Staff lots, or in spaces in other lots specifically designated for faculty or staff. Vendors will pay \$85 per year. To view a list of Faculty and Staff parking lots, visit <http://www.savannahstate.edu/fiscal-affairs/parkinglots.shtml>
 - **Discount Stadium Parking** - Commuters, Faculty and Staff, and Visitors are allowed to park at the Discount Stadium Parking lot. The cost is \$25 per year. Shuttle service is available at the NROTC building to transport riders on-campus.
- J. Spaces throughout campus are designated as 15/30 minutes parking. These spaces are first-come and first-serve basis. Any vehicle that exceeds the designated time limit will be cited. All permit categories are permitted to park in time restricted spaces as long as they don't exceed the time limit.
 - K. Parking restrictions as stated in Section H are in effect from 7:30 a.m. - 4:00 p.m. Monday through Friday, except when there are no classes. **Reserved, handicap, State vehicles, etc. spaces are reserved and enforced 24 hours a day, 7 days a week (except during special events: ie Commencement, Homecoming, Housing Move-In, Week of Welcome, etc.)**.
 - L. **No one with a Savannah State permit may park in a space marked for visitors.**
 - M. Prices after January 1 of each year change to one-half price for all purchasers. This applies to all students and employees on campus for the first time for the first session of summer school, including transient students.
 - N. Replacement permits require a \$10 administrative fee. This includes purchasing of a new vehicle, whether the vehicle has been wrecked, windshield replaced, permit lost or stolen, etc.

- O. Two additional permits may be purchased for \$10 each, providing proof of ownership showing the same name and/or address is submitted. If you exceed the maximum quantity of permits, contact Auxiliary Services, Parking and Transportation office 912.358.3109 or stop by our office in the King Frazier Center (KF127) .
- P. The permit **must be affixed to the lower left corner of the driver's side windshield**, using the sticky substance on the permit (tape or other type of affixing is not permitted). The permit goes on the inside of the window. Please be careful not to block your driving vision when affixing the permit.
- Q. Motorcycle permits must be affixed to the rear fender area.
- R. Improperly displayed permits (decals), copied/fake permits, or failure to display a permit will be considered a parking violation and will be cited accordingly. **After three (3) citations for not having a decal or improperly displaying a permit, vehicles will be booted.**

IV. Parking Violations

A. Parking violations include but are not limited to:

- Parking on campus without a permit, with an expired permit, or with a stolen or fraudulent permit. **Note:** A stolen or fraudulent permit may result in criminal and/or administrative/ethics charges.
- Improperly displaying a permit. An improper displayed permit would include but not be limited to the following: a permit not visible, or in any other place other than the bottom left corner (driver side) of the windshield. Temporary passes must be placed on the dashboard on the left side (driver's side).
- 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, NROTC, faculty/staff, 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.
- Double-parking a vehicle. Parking a vehicle in a manner that takes up two parking spaces

Parking a vehicle so it blocks in another vehicle.

- Parking a vehicle in a parking space against the flow of traffic.
- Parking in the travel lane or driveway of any parking lot.
- Parking in a lot not approved for the permit type during restricted hours.
- Parking any time in any residential parking lot by anyone other than current resident students with a valid residential permit.
- Damaging or tampering with boots, gate arms, signs, or other parking equipment.
- Parking in unauthorized area such as loading zones, and University Vehicle spaces

V. Penalties for parking violations

- A. Parking violations may result in parking citations, towing, booting, and/or banning of the vehicle from campus.
- B. Vehicles may be booted and/or towed at the owner's expense in the following situations. Additional violations may be included in this section with limited notice, as needed to assure adherence to regulations.
 - 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 a total of \$250 worth of unpaid parking violations. A vehicle which displays a stolen, lost, altered, fake or expired permit. **Note:** A stolen or fraudulent permit may result in criminal and/or administrative/ethics charges.

- A vehicle with no current permit after the 3rd citation more than one week after the date established for a new permit.
- A vehicle parked in a Visitors space with a Savannah State University permit.

C. Boot Removal and Vehicle Recovery

- An immobilization notice containing instructions on how to have the boot resolved will be attached to the vehicle (driver's side window).
- If a vehicle is towed or immobilized (booted), the registered driver/owner responsible for the vehicle must report to the Auxiliary Services Department to make arrangements for the release and recovery of that vehicle.
- The charge for the boot removal will be \$65. In addition to the boot fee, students or employees receiving a citation for an unregistered vehicle must also purchase a permit before the boot is removed. Non-students or non-employees (visitors/guests/contractors) must also pay all outstanding citation fines before the boot is removed.
- **Monday through Friday, except holidays, between 8:00 a.m. and 4:00 p.m.,** pay for the charges online at www.savannahstate.edu/citation or at Auxiliary Services Parking and Transportation in 127 King-Frazier Complex.
- If evidence of payment is not received at Auxiliary Services Parking and Transportation by 4:00 p.m. the day the boot is installed, the vehicle will be towed the next business day and there will be an additional fee incurred.
- **All other times:** Please visit Public Safety in Hubert Tech C to be assisted with the payment process to get the boot removed.
- **NOTE: ANY TAMPERING OR ATTEMPT TO REMOVE THE BOOT (IMMOBILIZATION UNIT) WILL RESULT IN CRIMINAL PROSECUTION AND ADDITIONAL FINES. THE FINE WILL BE THE COST TO REPAIR OR REPLACE THE BOOT, WITH A MINIMUM FINE OF \$50.**