



**SAVANNAH STATE UNIVERSITY**

**PARKING POLICIES, REGULATIONS,  
AND CITATION APPEALS**

**December 14, 2011**

## **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. 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 or the appeal is not presented within the time frame indicated, the citation will be considered as delinquent and a "hold" will be placed on the violator's records. This means that failure to pay parking citations will result in a person not being permitted to register for classes 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.

### **I. Parking Policy**

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 as part of the Parking Decal Form, 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 or recreational.

### **II. Vehicle Decals and Fees**

- A. All students, faculty, and staff who park on campus are required to obtain University decals (go to [www.savannahstate.edu/decals](http://www.savannahstate.edu/decals)), unless the vehicle has a valid decal or other type of permit from another University System of Georgia institution.
- B. Individuals may only purchase decals for those vehicles to which they, their spouse, parents or guardians hold the title or lien.
- C. All decals expire on the 31<sup>st</sup> of August each year. The subsequent year's decal may be required to be placed on a vehicle prior to August 31.
- D. Unless a reserved parking space is purchased, the purchase of a parking decal does not guarantee parking in a specific space on campus.

- E. Vehicle Registration Forms, Decals, and Citations are official documents of the University. Persons falsifying, altering or mutilating an official document will be subject to criminal and administrative action.
- F. 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 purchased a decal. 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 decal, except as indicated below.**
- a. **Rental Car.** When you are using a rental car, you must present the vehicle rental agreement. The temporary pass will be issued only for the length of time on the rental agreement.
  - b. **New Vehicles.** Your tag application must be presented as proof of the date of purchase. You will be given a 30-day pass from the date of purchase.
  - c. **Mechanical Repairs.** You can receive a temporary pass 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 passes for others in the University community:

- a. **Visitors.** Visitors must pick up a one-day pass at the LaRoche Avenue guard house or at the Public Safety office.
- b. **Workshop Groups/Department Volunteers.** A special pass 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 the Auxiliary Services office at x3109 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 pass made for them by Auxiliary Services staff. Departments hiring these contractors are responsible for notifying Auxiliary Services that the passes are needed. Parking for these contractors will be limited in time and location.

Parking passes 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 hired for fewer than 60 days (upon receipt of e-mail from the hiring supervisor), and
- d. Summer group attendees or instructors.

G. The fees for each parking decal and its color designation 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 Orange lots. Resident students may not park in areas not designated as Orange lots. The cost for resident parking will be \$40 per year, and the decal will be orange.
- **Commuter** – Commuter students will be allowed to park in any parking lots designated as Blue lots. Commuter students may not park in areas not designated as Blue lots. The cost for commuter parking will be \$35 per year, and the decal will be blue.

- **Faculty and Staff** – Faculty and staff will be allowed to park in any parking lots designated as brown lots, or in spaces in other lots specifically designated for faculty or staff. Faculty and staff will pay \$75 per year; their decals will be brown.
  - **Reserved Parking** – Spaces throughout campus will be designated as reserved spaces. These spaces may be purchased on a first-come, first-served basis. Individuals who purchase reserved parking decals 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 \$135 per year; and the decal will be black.
- H. Prices after January 1 of each year change to one-half price for all purchasers. This applies to all students and faculty on campus for the first time for the first session of summer school, including transient students.
- I. Parking restrictions as stated in Section H will be 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 24/7.
- J. Replacement decals are \$10 each. Under the following circumstances, you may receive a replacement decal for free:
- a. **Wrecked Vehicles.** The old decal must be attached to the new vehicle application (if pieces, at least the old decal number must be clearly visible).
  - b. **Windshield Replacement.** The old decal must be attached to the new vehicle application (if pieces, at least the old decal number must be clearly visible).
  - c. **Stolen Decal.** The registrant is responsible for filing a Police Report with Public Safety. A copy of the Police Report showing forced entry must be presented to the Cashier's office along with the original vehicle application showing the number of the original decal.
- K. A second decal may be purchased for \$10, providing proof of ownership showing the same name and/or address is submitted.. Decals must be affixed to the lower left corner of the driver's side windshield, using the sticky substance on the decal (tape or other type of affixing is not permitted). The decal goes on the inside of the window. Please be careful not to block your driving vision when affixing the decal.
- L. Improperly displayed decals or failure to display a decal will be considered a parking violation and will be cited accordingly.

#### **IV. Parking policies and violations**

A. Parking violations include but are not limited to:

- Parking on campus without a decal or with an expired decal.
- Improper display of decal.
- 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, ROTC, faculty, 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.
- Parking a vehicle in a manner that takes up two parking spaces.
- Double-parking a vehicle (parking a vehicle so it blocks in another vehicle).
- Parking a vehicle in an angled parking space against the flow of traffic.
- Parking in the travel lane or driveway of any parking lot.

#### **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 towed and/or booted at the owner’s expense in the following situations:

- 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 more than 4 parking citations in a semester, regardless of whether the citations have been paid.
- A vehicle which displays a stolen, lost, altered, fake or expired decal.
- A vehicle with no current decal one week after the date established for a new decal.

C. Boot Removal and Vehicle Recovery

- An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window).
- The charge for the boot removal will be \$44. Students or employees receiving a citation for an unregistered vehicle must also purchase a decal before the boot is removed. **Monday through Friday, except holidays, between 8:30 a.m. and 4:00 p.m.**, pay for the charges at the University Cashier's office in Hill Hall, then bring the receipt to Auxiliary Services in 127 King-Frazier Complex. (Note: the Cashier's office closes at 4:00 p.m.)
- If evidence of payment is not received at Auxiliary Services by 4:15 p.m. the day the boot is installed, the vehicle will be towed and there will be an additional fee incurred.
- 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.
- **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 IMMOBILIZATION UNIT (BOOT) WILL RESULT IN CRIMINAL PROSECUTION AND MAY ALSO RESULT IN ADDITIONAL FINES.**

## **PURPOSE OF THE PARKING REVIEW BOARD**

The Parking Review Board (PRB) is an essential component in assuring that the parking rules and regulations of the University are applied fairly and impartially. The duties and responsibilities of the PRB will be to review appeals for parking citations received on the Savannah State University campus.

## **THE APPEAL PROCESS**

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal that citation to the PRB. The PRB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The Board has 5 members, identified as: one sworn Police Officer of the rank of Corporal or Sergeant, the Student Government Association President, the Sophomore Class President, one staff member, and one faculty member. Only a faculty or staff member is eligible to chair the PRB. The person serving in the capacity of chair will be elected by the PRB members at the first meeting. The PRB shall require the attendance of two members exclusive of the chair or his/her designee in order to convene for business for any appeal. The PRB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PRB shall conduct all investigations in compliance with Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.

All appeals must be in writing and sent or hand carried to the PRB c/o the Savannah State University Auxiliary Services Office, 127 King-Frazier Complex. An appeals form is found on page 9 of this document. **The appeal must be received within 10 calendar days from the date of the citation.** The right of appeal is forfeited after the 10 calendar days. After the deadline expires without payment of the fine, the citation will be considered as delinquent and a late fee may be imposed. The PRB shall render a final decision in writing to the appellant within 10 business days following the meeting at which the appeal was heard.

When the appellant initiates the appeal process, he or she must indicate why the officer was wrong or negligent in the performance of his or her duties when the citation was issued. Appealing for reasons such as “late for class, no parking spaces were available, other people were parked there, I’ve always parked there before, etc.” are not justifiable reasons for consideration. Ignorance of the regulations is also not a justifiable reason for appeal. When appealing, the appellant must adhere to the following policies and procedures:

- Submit appeal request on the Savannah State University Parking Citation Appeal Form (see page 9).
- Submit request to Parking Review Board c/o Savannah State University Auxiliary Services Office, 127 King-Frazier Complex.
- After 10 calendar days, the right to appeal is forfeited.
- Attach to the appeal form any and all related material to justify your request, including tickets and receipts.

- If the PRB needs additional information, you will be invited to the next meeting.
- Only appellants can appeal their own citations, not friends, relatives, roommates, etc.
- PRB decisions are final and are not subject to additional review.
- When appeals are denied, the citation to which it pertains becomes due and payable.

**Notice: Ignorance of the Parking Regulations is not grounds for an appeal and/or overturning a ticket.**

**SAVANNAH STATE UNIVERSITY  
PARKING CITATION APPEAL FORM**

Faculty/Staff ( )	Student ( )	Visitor/Vendor ( )
Name:	Date:	
I.D.	Ticket Number CRN:	
E-Mail Address:	Ticket Date:	
Parking Decal #:	Ticket Time:	
Address:	Tag Number:	
Phone Number:	Officer Badge Number:	

REASON FOR APPEAL:

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Signature: \_\_\_\_\_

Please bring your completed form to the Auxiliary Services Office, 127 King-Frazier Complex, along with any documentation you wish to provide.