

**POLICIES & PROCEDURES**  
**Fairmont State University Board of Governors**  
**POLICY NO. 32**

**TITLE: REGULATION OF SPEED, FLOW AND PARKING OF VEHICLES ON CAMPUS**

Effective February 3, 2005

The purpose of these regulations is to provide for orderly parking by Fairmont State University faculty, students, and staff; to protect pedestrians; and to ensure access to all buildings by service and emergency personnel. These regulations apply to all Fairmont State University campuses.

**GENERAL STATEMENTS**

- a. These regulations are formulated by Fairmont State University and are enforced by Campus Police Officers by authority of WV Code 18B-4-5 and 18B-4-6 and Chapter 17c.
- b. All motor vehicles are subject to these regulations, to state laws, and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.
- c. Although the Campus Police Officers (and/or parking control officers) will monitor parking lots, Fairmont State University assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- d. The responsibility for finding a legal parking space rests with the vehicle's operator. A permit merely authorizes the individual to park on campus; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of these regulations.
- e. Selective on-street parking is allowed at times to accommodate as many vehicles as possible. On-street parking is allowed only on certain days and hours as directed by police officers and signs. Overnight parking is allowed only in selective parking lots. Overnight parking is prohibited in most lots. Please note applicable signs at the entrance to parking lots.
- f. Pedestrians shall at all times be given the right of way at intersections and crosswalks.
- g. The speed limit on campus is 15 miles per hour during normal conditions. When pedestrian traffic is heavy, vehicles should be driven more slowly.
- h. Visitor parking permits or tokens may be obtained from the Office of Campus Safety and Police located in the Falcon Center or from police officers (parking control officer) on duty. These permits are available to visitors only and authorize the holder to park his/her vehicle in the area designated as "Visitors' Parking" or where directed by Campus police.

**PARKING PERMITS**

- a. Parking space on the campus is limited. Therefore, all spaces are decal or special permit parking only.
- b. Decals may be obtained in Hardway Hall, Student Accounts Office, during normal business hours. The price of parking for faculty and staff will be reviewed yearly and all employees notified of changes.
- c. Certain parking areas are designated as parking for faculty and staff only. Students are not authorized to park in those areas.
- d. All individuals who park on campus must purchase a parking decal. Individuals living in Fairmont State residence halls will be required to display a parking decal if parking on campus.
- e. Decals must be purchased and displayed by the end of the first full week after the beginning of a semester. Should a parking decal be lost or stolen, it shall be the individual's responsibility to purchase a new parking decal. Parking decals expire on June 30<sup>th</sup> of each year.
- f. Faculty, staff, and student decals will be hung on the rear view mirror while on campus.
- g. Fairmont State parking permits are not valid at College Park Apartments. Parking at College Park Apartments is for residents only, who must purchase a special apartment permit from the Housing Office. (Faculty and Staff not continuing their employment may halt their payroll deduction. Students are charged by the semester as part of their tuition and fees.)

## **RESTRICTED PARKING AREAS**

- Loading zones which are marked in red
- Spaces having a white, yellow or red curb line or stripes
- Areas with painted diagonal stripes
- Areas where parking blocks the free flow of traffic
- Areas designated for the handicapped; \$100.00 fine for violators
- Areas reserved for Fairmont State vehicles or other designated vehicles
- Areas reserved for faculty and staff with a valid parking permit
- Along roadways that do not have parallel parking lines, unless specifically authorized by Campus Police
- Along all two-way traffic roads, unless specifically authorized by Campus Police
- Areas designated "Compact Car Only"

## **VIOLATIONS**

By state law, Fairmont State officials have the authority to issue parking and traffic citations, to tow, and to collect a civil penalty for any violation of these regulations. Citations will be issued and vehicles may be towed for the following violations:

1. Speeding or otherwise driving in a reckless manner.
2. Failure to stop, yield, or obey other traffic signals
3. Failure to yield to pedestrians
4. Failure to display a decal or permit
5. Failure to park within the marked space
6. Parking in an area other than a designated parking area
7. Parking or driving on sidewalks or grass
8. Unauthorized parking in spaces reserved for visitors
9. Unauthorized parking in spaces reserved for the handicapped, or blocking wheelchair access to sidewalks and ramps painted blue
- \*10. Blocking fire lanes, other vehicles, roadways, fire hydrants, and entrances to buildings
- \*11. Failure to move a vehicle when requested to do so for snow removal or for other emergencies
- \*12. Driving a vehicle into any area that has been closed off by barricades
- \*13. Parking or riding motorized vehicles in campus buildings
- \*14. Parking overnight in lots designated as "no overnight parking"
- \*15. Violations specified in WV Code, Chapter 17

Special Note: In addition to being issued a citation, individuals who violate any of the above regulations that are preceded by an asterisk are subject to having their vehicle towed. Towed vehicles will be towed off campus and stored by the towing agency. The towing agency must be reimbursed for the towing before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge. Fairmont State is not responsible for any damage to a vehicle towed or immobilized for violations of vehicle regulations.

## **PENALTIES**

Campus Police may issue two types of citations; a uniform traffic citation and a police/parking citation. Persons receiving a uniform traffic citation, issued for major traffic or other violation as indicated on citation, must report to the local magistrate as instructed on the citation. Once this type is issued and turned over to the magistrate court. Fairmont State will have no further jurisdiction and the recipient shall be subject to any fine and cost levied by the court. Individuals receiving a police/parking citation must report to Business Office-Student Accounts, and pay a civil penalty of ten (\$10) dollars within ten (10) working days. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m., excluding Fairmont State declared holidays. Under provision of state law, should the individual fail to pay the penalty within the ten (10) working day period, or decide to plead not guilty, the citation may be turned over to the magistrate, who will have jurisdiction over the case henceforth. Any person cited, and subsequently found guilty by the magistrate, shall be subject to a fine of not less than ten (\$10) dollars plus court costs for each offense.

NOTE: Fine for misuse of space designated for disabled is \$100, WV Code 17C-13-6 effective June, 1995. Any appeal to have a parking fine adjudicated must be made within 10 working days of the date of citation. Students may appeal to the office of Student Affairs and employees may appeal to the Office of Administrative and Fiscal Affairs. In addition to the above, those who fail or refuse to pay the prescribed penalty shall also have their student records placed on hold until such a time that all penalties have been removed from the records.

## **QUESTIONS**

Questions concerning traffic or parking regulations should be directed to the Office of Public Safety 304-367-4157.