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1 AUTHORITY, PURPOSE, AND APPLICATION

1.1 AUTHORITY

These regulations are adopted pursuant to the authority conferred by the laws of the state of Indiana upon the Board of Trustees of Purdue University to govern the use of property owned, used, or occupied by Purdue University, including travel over such property; to govern the conduct of students, faculty, employees, and others while upon such property; and to do all acts necessary and expedient to put and keep Purdue University in operation and to make all rules and regulations required and proper to conduct and manage Purdue University.

1.2 PURPOSE

The Board of Trustees of Purdue University deems it necessary and desirable to make and enforce these regulations for the safety and welfare of students, staff members, and visitors; the proper use and protection of the property of the University; and the efficient operation of the University.

1.3 APPLICATION.

These regulations apply to all students and staff members of the University and are a part of the terms and conditions of the admission and enrollment of students and of the employment of staff members. These regulations also apply to all visitors and are a part of the terms and conditions of the permission to enter the grounds of Purdue University and drive vehicles on the streets of the West Lafayette Campus. The operation of motor vehicles on the streets of the West Lafayette Campus by any person signifies his or her agreement to observe and be bound by these regulations.

1.4 CONFLICTS WITH INDIANA STATE LAW

If any provision of these regulations is in conflict with any applicable provision of any Indiana state law, ordinance, rule, or regulation, the latter will govern.

1.5 LIMITATION OF LIABILITY

Persons with parking privileges are licensees who are entitled to use appropriate parking spaces. Purdue University shall not be responsible for any loss or damage to a vehicle or its contents resulting from theft, vandalism, fire, collision, or any other cause on University property.

2 DEFINITIONS

2.1 GENERAL

Unless otherwise indicated, the words and phrases used in these regulations shall have the same meaning as set forth in the Uniform Act Regulating Traffic on Highways, being Chapter 48 of the 1939 Acts of the General Assembly of the State of Indiana, as amended and supplemented from time to time.

2.2 SPECIFIC

Terms frequently used in this publication are defined below:

- a) **Department**—The Parking Facilities Office of the Department of Service Enterprise;
- b) **West Lafayette Campus**—All real property owned or occupied by the University in Tippecanoe County, Indiana;
- c) **North Academic Campus**—That part of the West Lafayette Campus bound by Northwestern Avenue, Stadium Avenue, University Street, State Street, and Grant Street;
- d) **South Academic Campus**—That part of the West Lafayette Campus bound by State Street, South Martin Jischke Drive, the corporate limits of the city of West Lafayette, and Marsteller Street;
- e) **Restricted Hours**—Restricted hours are 7 a.m. to 5 p.m. Monday through Friday, except where posted otherwise;
- f) **Staff Member**—Any person who is employed by the University in any capacity other than student employment and not taking more than seven credit hours;
- g) **Retired Staff Member**—Any person who is officially recognized as a retired staff member as defined by the University;
- h) **Student**—Any person who is enrolled in courses on the West Lafayette Campus, including short courses. This excludes staff members taking seven hours or less of courses; graduate staff members are defined as students;

- i) **Visitor**—Any person who is neither a student nor a staff member;
- j) **Motor Vehicle**—Any self-propelled conveyance having two or more wheels, including all class A or Class B motor driven cycles (MDC);
- k) **Student Housing Parking Permit**—Any permit issued for parking in areas under the control of the Vice Provost for Student Life;
- l) **Storage**—Continuous use of the parking space for longer than 24 hours;
- m) **Bicycles**—Any two-wheeled vehicle that is not motorized;
- n) **Parked Vehicle**—A standing motor vehicle with no licensed driver at the wheel;
- o) **Bike Paths**—Any improved pathway specifically for the use of bikes and clearly marked by international symbols;
- p) **Skateboard**—Any non-motorized vehicle consisting of two or more wheels and a board to stand upon;
- q) **Roller Skates**—Any skates with wheels, including in-line skates.

3 OPERATION OF MOTOR VEHICLES

3.1 STAFF AND STUDENT OPERATION OF MOTOR VEHICLES

- a) Motor vehicles that are operated or parked on the West Lafayette Campus by a student or staff member must comply with these regulations. All parking permits issued through the Parking Facilities Office must be affixed to the driver's side of the windshield. The permit number and expiration date must be clear readable from outside of the vehicle. All class A or Class B motor driven cycles (MDC) permits must be displayed on the front-left fork. Expired permits must be destroyed.
- b) A student may not drive or park a motor vehicle: (1) on North Academic Campus during restricted hours unless a valid A or B permit is properly displayed; (2) at parking meters designated for staff/visitors or requiring special permit;
- c) Motor vehicles that are operated or parked on the West Lafayette campus must have current vehicle registration and display current license plates.

3.2 STAFF ELIGIBLE TO OBTAIN PARKING PERMITS

Permits should be used only by the individual to whom the permit is issued. All staff members who are not student employees are eligible to obtain a parking permit. Only one parking permit per staff member is allowed.

3.3 STUDENTS ELIGIBLE TO OBTAIN PARKING PERMITS

General. Permits should be used only by the individual to whom the permit is issued. Only one parking permit per student is allowed. The Parking Facilities manager may authorize exceptions in order to avoid undue hardships.

3.4 PROCEDURES FOR OBTAINING A STAFF OR STUDENT PARKING PERMIT

Purchase of Permits. Staff or student permits may be obtained online at www.purdue.edu/parking or at the Parking Facilities Office in the Purdue West Shopping Plaza at 1404 West State Street.

4 PARKING REGULATIONS AND PERMITS

4.1 PARKING IN RESTRICTED AREAS

General. No motor vehicle may park in any restricted area on the West Lafayette campus unless authorized in this article.

- a) **Loading Zones.** Vehicles may be parked in areas designated as loading zones for no longer than 20 minutes to load or unload the vehicle. Loading zones are enforced 24 hours per day unless otherwise posted.
- b) **Vehicle storage.** Motor vehicles may not be stored in any parking space on the North or South academic campus or in any parking garage for longer than 24 hours without permission from the Parking Facilities Office and completing a vehicle storage form.
- c) **Contractor Spaces.** Contractor spaces on the North or South academic campus and University Residences are specific to each jobsite. Contractor spaces are enforced 7 a.m. – 5 p.m. Monday through Friday unless otherwise posted. An appropriate contractor permit is required and must be displayed.

4.2 DESIGNATION OF RESTRICTED PARKING AREAS

The department may designate any area or areas on the West Lafayette Campus as restricted parking areas and establish restrictions (including time limits) governing the use of such areas for parking. Such designations may be made effective either for temporary or indefinite periods of time and may be changed or terminated by the department. The department will erect appropriate signs in or near the areas that are restricted.

- a) **Purdue Village Housing Area.** Individual spaces are reserved for the tenants' use. A Purdue Village parking permit is required and is issued by Purdue Village Housing Administration. Visitors may park in a guest space after obtaining a guest permit from Purdue Village Housing Administration.
- b) **Residence Hall Area.** Certain parking areas at the residence halls are designated for residents only. A Residence Hall parking permit is required to be displayed and is issued by the various hall offices. Residents may only register vehicles owned by themselves, their parents, or their legal guardians. These areas may not be used by others unless a guest permit is obtained from the hall main office.

Residence hall parking registration will be conducted on an annual basis, prior to the start of the fall semester, and permits will be valid through the end of the spring semester as long as the student to whom the permit is issued remains a contract resident of the hall and continues to meet the criteria established for the permit. Only those residents with a semester classification of three or greater are eligible to obtain a permit. If, in a particular area of the residence halls, the number of eligible students applying for a permit is expected to exceed the number of spaces available, University Residences may opt to limit the number or restrict the use of permits issued. Permit holders involved in violation(s) of residence hall parking restrictions are subject to residence hall disciplinary action that may result in the revocation of the permit.

Students with a semester classification of one or two are not eligible to obtain a permit. Depending on availability, these students may request an exception. Some exceptions may be for a more restrictive permit. With the approval of the General Manager of the hall, exceptions may be granted for the following reasons:

1. Students in academic programs requiring regularly scheduled class meetings at locations away from campus where University transportation or other reasonable alternatives are not available and with a frequency of at least three times Monday through Friday.
 2. Students who must seek treatment for a chronic medical or dental problem at locations where public transportation or other reasonable alternatives are not available.
 3. Students for whom employment away from campus is necessary where public transportation or other reasonable alternatives are not available and with a frequency of at least three times Monday through Friday. Students whose semester classification may not accurately reflect the credit hours completed will be granted a level of eligibility equal to the number of semesters of full-time college work completed. A transcript from a college or university showing the credit hours completed must be submitted with the application for a permit.
- c) **Hawkins Hall Areas.** Certain parking areas at Hawkins Hall are designated for residents only. A Hawkins Hall parking permit is required to be displayed and is issued by the Hawkins Hall office. Residents may only register vehicles owned by themselves, their parents, or their legal guardians. Hawkins Hall parking registration will be conducted on an annual basis, prior to the start of the fall semester and at the beginning of summer session. Permits will be issued on a space-available basis. Permits are valid as long as the student remains a contract resident of Hawkins Hall.
 - d) **Meters.** Staff members and visitors may park at meters clearly marked for staff and visitor use. Students may not park at meters designated for staff and visitors. Parking at certain clinic facilities' parking meters requires an additional pass (obtained from the clinics) to be displayed on the client's windshield. Time limits must be observed and meter fees must be paid by all persons using meters during restricted hours as posted.

4.3 RESERVED AREAS AND PERMITS

- a) **Use.** Reserved areas are for the use of vehicles displaying a Reserve parking permit only.
- b) **Persons Eligible.** Reserve parking permits may be purchased only by those persons designated by the executive vice president and treasurer of the University.

4.4 A AND B AREAS AND PERMITS

- a) **Use.** University vehicles and vehicles displaying an A or Reserve parking permit are the only motor vehicles that may park in designated A areas during restricted hours or as otherwise posted. These vehicles and those displaying a B permit are the only vehicles permitted to park in a B area during restricted hours or as otherwise posted. B permits are not valid in University parking garages. Reciprocal staff permits issued by Purdue University Regional Campuses are valid in like spaces on the West Lafayette Campus
- b) **Persons Eligible.** No one is required to purchase an A or B permit, but any staff member whose eligibility has been certified by the appropriate department head may do so. The following persons also are eligible for an A or B permit:
 1. A permits are issued without cost to retired staff members of Purdue University and to widows or widowers of deceased retired staff members upon written application provided that the widow/widower is age 65 and is not employed by the University and/or has not remarried. An A permit issued under this policy is for use only by the individual to whom the permit is issued.
 2. Any student who is employed by the University in any capacity equivalent to three-quarter time or more is eligible to purchase an A or B permit, including fellowship holders who receive a stipend equivalent to three-quarter time. To purchase the permit the student must have a completed form signed by his or her employer and also a completed student permit application.
 3. Applications for A or B permits by students other than those described above will only be considered for approval on an exception basis by the parking facilities manager.
 4. Vehicles displaying U.S. government or state of Indiana government license plates may park in any A, B, or C space this excludes the Grant Street Garage.

4.5 C AREAS AND C GARAGE AREAS AND PERMITS

- a) **Use.**
 1. **C permits.** Vehicles displaying a C permit may park in areas designated as C areas during restricted hours. Reciprocal student permits issued by Purdue University regional campuses are valid in like spaces on the West Lafayette Campus. Vehicles bearing C permits may not be driven or parked by students within the North Academic Campus during restricted hours. University vehicles and vehicles displaying an A or B permit may also park in C areas. C permits are not valid in University parking garages.
 2. **C Garage Permits.** C Garage areas in the Northwestern Avenue, Wood Street, and Harrison Street parking garages are exclusively for the use of vehicles displaying the appropriate C Garage permit during restricted hours. C Garage permits are issued for one of the above designated parking garages and are not valid in other parking garages. Vehicles displaying a C Garage permit may park in any other designated C area. Vehicles bearing a C Garage permit may not be driven on the North Academic Campus. University vehicles and vehicles displaying an A permit may not park in C Garage areas.
- b) **Persons Eligible.** Any student whose local place of residence is outside an area circumscribed by Airport Road, McCormick Road, Cherry Lane, Northwestern Avenue, Ridgewood Drive, Forest Hill Drive, Salisbury Street, Kingston Drive, Rose Street, Lincoln Street extended to the Wabash River, the Wabash River, and the railroad tracks bordering the south edge of campus shall be eligible to purchase a C permit or C Garage permit.

4.6 SPECIAL GUEST PERMITS

- a) **Use.** Each vice president, dean, or department head may purchase and issue a guest permit to individuals providing a service to the University. No special guest permit shall be valid for more than one (1) calendar day. Vehicles displaying a guest permit may park in any A, B, or C parking space. Situations requiring parking for guests in excess of one calendar day should be addressed in advance with the Parking Facilities Office.
- b) **Persons Eligible.** A guest is one who is performing a service to the University and who is not a Purdue staff member or student.

4.7 STAFF ID PERMITS

- a) **Use.** Vehicles operated by a staff member with a properly displayed ID permit may park in A, B, or C areas from 7 a.m. to 8 a.m. and from 3 p.m. to 5 p.m. Monday through Friday;

- b) **Persons Eligible.** Any staff member whose eligibility has been certified by the appropriate department head may purchase a Staff ID permit.

4.8 **CONDITIONAL, SPECIAL, AND TEMPORARY PARKING PERMITS**

The department may attach reasonable conditions to the issuance and use of any parking permits and issue special or temporary parking permits of any kind. The president or the president's designee may fix the fees charged for conditional, special, or temporary permits.

a) **University Vehicle Hangtags.**

1. **Use.** The University Vehicle hangtag (UV) is intended to facilitate parking for staff having frequent daily business at multiple campus locations while using their personal vehicles. The UV hangtag must be displayed with a valid A or B permit. The UV hangtag allows parking in loading zones for a maximum of 20 minutes, UV spaces, or any A, B, or C space. If using a meter, meter fees must be paid and time limits observed.
2. **Persons Eligible.** UV hangtags must be requested through Parking Facilities and authorized by the appropriate divisional vice president or dean. UV hangtags are only available to Purdue staff members who are required to utilize their personal vehicles in the conduct of daily job duties.

4.9 **APPLICATIONS FOR PARKING PERMITS**

Each applicant should submit an appropriately signed and completed form with any other required documents to the Parking Facilities Office. All requested exceptions must be approved by the Parking Facilities Manager. Applicants must pay outstanding fines prior to issue or renewal of a parking permit.

4.10 **VISITOR PARKING**

Visitors may park in the Grant Street Parking Garage at the posted hourly rate or at staff and visitor parking meters; payment of fees is required as posted. Visitors may also purchase a visitor permit at the Parking Facilities office or online at <http://www.purdue.edu/parking>. Visitors must observe special postings such as reserved or disability spaces.

4.11 **SPECIAL PARKING REGULATIONS**

All persons parking motor vehicles must obey all applicable state laws. These laws include, but are not limited to, prohibitions against parking within 15 feet of a fire hydrant, parking within 20 feet of an intersection, parking in the roadway, and parking so as to block crosswalks. All persons must observe all parking and no-parking signs and markings, including yellow curbs where parking is prohibited. Yellow curbs are not loading zones. No vehicle belonging to a student, staff member, or visitor may be parked in any area where it is necessary to drive over a curb to reach the area or where there is not a designated parking space. Parking spaces are designated by wheel stops and/or painted lines. Parking is prohibited on grassy areas except as designated for special events.

4.12 **FEES FOR PERMITS**

The fees for student parking permits must be paid in full in advance. Graduate Students employed in Graduate Staff positions are eligible for payroll deduction. Fees for staff parking permits may be paid in full in advance or by payroll deduction (for those eligible for payroll deduction), except for ID permits, which must be paid in full in advance. Payments in cash for parking permits obtained after September 15 and on the 15th of each month thereafter will be prorated. Reserve parking permits required because of a disability will be issued at the price of an A permit, and an A permit required because of a disability will be issued at the price of a B permit. No refunds will be issued for any parking permits returned after March 1st of the current permit year. Due to the potential frequency of price changes for parking permits, the current schedule of parking permit fees is posted and maintained at the Parking Facilities web site: <http://www.purdue.edu/parking>

4.13 **PARKING FOR PEOPLE WITH DISABILITIES**

- a) **Use.** Accessible parking on campus is a limited resource. Purdue University is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 as amended. Eligibility for accessible parking is based upon a review of current medical information and the applicant's current needs. Preference will be given to requests that clearly demonstrate a condition or impairment that substantially limits the applicant's mobility. A person's eligibility will also be determined by the location of his or her office or classroom, the availability of space, and the duration of the disability.

- a) **Visitors.** Visitors may park at the metered disability spaces (blue and white handicap signs) with the appropriate license plate or an official handicap placard displayed. It is required that meter fees be paid and time limits observed. By Indiana state law, vehicles displaying Disabled American Veteran license plates are exempt from paying meter fees.
- b) **Staff.** To be eligible for a temporary or permanent disability reserve permit, staff must submit a completed Accessible Parking Accommodation Request Form PF-25. This form is available from the Parking Facilities office, or may be downloaded from the Parking Facilities web site: <http://www.purdue.edu/parking>.
 - 1. A disability Reserve permit may be issued if a staff member's disability will not allow him or her to walk from an A permit area to his or her department. This Reserve permit is issued at the cost of an A permit. The designated parking space will be selected according to the staff member's needs and available space. Staff members with a Reserve permit may also park in any A, B, or C parking space.
 - 2. A staff member's vehicle must display a valid A permit and a valid state handicap license plate or placard to park in designated handicap spaces (those marked with blue and white handicap signs).
- c) **Students.** To be eligible for a temporary or permanent disability permit, students must submit a completed Accessible Parking Accommodation Request Form PF-25. This form is available from the Parking Facilities office, or may be downloaded from the Parking Facilities web site: www.purdue.edu/parking.
 - 1. A disability Reserve 90 permit may be issued to students who use wheelchairs. The 90 permit is issued at the cost of a C permit. The designated parking spaces are located throughout campus and will be adjusted to accommodate needs. Students with a Reserve 90 permit may also park in any A, B, or C parking space.
 - 2. A disability Reserve S permit may be issued to students with limited mobility who are not eligible for a Reserve 90 permit and cannot walk from an A parking area. The S permit is issued at the cost of a C permit. The designated parking spaces are selected according to the student's needs and available space. Students with a Reserve S permit may also park in any A, B, or C parking space.
 - 3. A disability A permit may be issued to students with limited mobility who are able to walk from an A permit area. This A permit is issued at the cost of a C permit. Students with a disability A permit may also park in any B or C parking space.

5 PARKING GARAGES

5.1 SPECIAL RESTRICTED HOURS

The McCutcheon Drive Garage and the Grant Street Garage have additional parking restrictions for evenings and weekends as posted.

5.2 VALID PERMITS

All university parking garages are restricted as posted.

5.3 PROHIBITED VEHICLES

Because of garage design, only passenger cars, pickup trucks, and light vans are permitted. Clearance and weight limits vary in all garages, contact Parking Facilities for additional information. Service vehicles such as wreckers and heavy trucks are prohibited from entering the garages unless they meet specifications established for these vehicles. Driving a prohibited vehicle into any University parking garage constitutes a moving violation of these regulations.

6 TRAFFIC REGULATIONS

6.1 INDIANA LAWS AND ORDINANCES

All persons operating motor vehicles, any motorized or non-motorized personal conveyances, and pedestrians within the boundaries of the West Lafayette Campus must observe and obey all applicable Indiana laws and ordinances.

6.2 SPEED LIMITS

No person shall drive a motor vehicle within the boundaries of the West Lafayette Campus at a speed greater than is reasonable under the existing conditions. The speed limit is 20 miles an hour, unless otherwise posted by the department. The speed limit in all garages is 10 miles an hour.

6.3 TRAFFIC CONTROL SIGNS AND DEVICES

The department is authorized to erect traffic, speed, and parking control signs, markings, and signals, and other devices within the West Lafayette Campus. All persons operating motor vehicles or bicycles on campus must obey all signs, markings, signals, and devices. All traffic signs in garages must be obeyed.

6.4 REPORT OF ACCIDENTS

All persons required by law to make reports of accidents involving motor vehicles shall make a report of accidents occurring on the West Lafayette Campus to the University Police Department.

7 BICYCLE REGULATIONS

7.1 DEFINITION OF A BICYCLE

“Bicycle” refers to any two-wheeled vehicle that is not self-propelled or not required to be registered with the Indiana Bureau of Motor Vehicles. Bicyclists are required to register their bicycles; they are responsible for operating their bicycles within the restrictions of these regulations. One who violates these regulations is subject to the same table of penalties and fines that have been established for motor vehicles.

7.2 INDIANA LAWS AND ORDINANCES

- a) All persons owning or riding bicycles on the West Lafayette Campus must observe and obey all applicable Indiana laws and ordinances. State laws that apply to bicycles include:
- b) Requiring bicycles to observe stop signs and other traffic control signals, to observe the direction of travel on one-way streets, to obey applicable speed limits, and to provide a white light on the front of the bicycle visible for at least 500 feet and a red light or reflector on the rear of the bicycle at night;
- c) Prohibiting the carrying of any other person on a bicycle except upon a permanent seat or carrying any article preventing the operator from using both hands on the handlebars, and prohibiting the riding of more than two bicycles abreast of each other.

7.3 SPECIAL UNIVERSITY REGULATIONS

- a) Bicycles may be parked on campus only in bicycle racks and on bicycle pads provided specifically for this purpose. Motorcycles are not allowed in bicycle parking areas. Bicycles must be ridden on designated campus drives and bike paths. Any bicycles found in violation of these regulations may be removed and/or ticketed with a violation notice.
- b) Bicycles are not permitted inside any University building, without permission from the Building Deputy. Bicycles approved for building storage must not block hallways, doorways, or other building egress. The Senior Director of Environmental Health and Public Safety, or designee will have final determination for approval of bicycles stored in buildings.
- c) Use of skates, skateboards, and in-line skates is prohibited in any University building, University Parking Garage or on any surface where damage may occur.
- d) Class A Motorcycles (over 50 cc) and Class B Motorcycles (50cc and under) are not permitted to travel on sidewalks. All Class A and Class B motorcycles must have a parking permit and need to park in regular parking spaces or motorcycle parking spaces on campus.
- e) Use of golf carts and utility carts on campus is prohibited unless approved by the Purdue University Police Department.

7.4 “Walk your bike” Regulations

- a) Bicycles may not be ridden on sidewalks, except on designated bike routes.
- b) Bicycles must be dismounted and “walked” where posted
- c) Bicycles must be dismounted and “walked” across designated pedestrian crossing areas.

8 VIOLATIONS AND PENALTIES

8.1 GENERAL

It is a violation of these regulations to perform any act prohibited by these regulations or to fail to perform any act required by these regulations.

8.2 PERSONS RESPONSIBLE FOR VIOLATIONS

Students, staff members, and visitors shall be responsible for all violations (moving or nonmoving) of these regulations that they commit. Registrants or owners shall be responsible for all nonmoving violations of these regulations committed by other persons operating their vehicles, unless the person actually operating the vehicle acknowledges responsibility for the violation.

8.3 PERMIT VIOLATIONS

Parking permits issued for use on campus and within the University Residences areas are the property of Purdue University. No individual is authorized to sell or otherwise transfer possession of a university parking permit. It is a violation of these regulations for a person to obtain, be in possession of or use in a manner contrary to these regulations an altered, stolen, counterfeit, improperly issued, transferred, or otherwise invalid parking permit or to be involved in an offense of this type.

8.4 DISPLAY OF AN INVALID PERMIT

It is a violation of these regulations to display in any vehicle or be in possession of a current parking permit has been reported as lost or stolen at the time of such displaying. It is also a violation of these regulations to display in any vehicle or be in possession of a current parking permit for which payment is due and not received or for which payment has been stopped. A current parking permit becomes invalid when employment terminates. A student A, B, C, or C Garage permit is invalid when the student is no longer eligible for the permit. Using an expired permit to park is also a violation. Display or possession of a stolen, lost, altered, invalid, expired or counterfeit permit may result in a fine, university disciplinary action and impounding or immobilization of the vehicle at the owners expense.

8.5 VIOLATIONS AND FINES

The penalties and fines below are established for violations involving vehicles or bicycles, roller skates, in-line skates, and skateboards owned, registered, or operated by students, staff members, or visitors. Fines should be paid at the Parking Facilities Office in person, by mail or online at www.purdue.edu/parking. A copy of the traffic violation notice must accompany payment.

VIOLATIONS AND FINES Due to the potential frequency of price changes for fines, please contact Parking Facilities (765-494-9497) with any questions regarding current fine structure.

8.6 DENIAL OF PERMISSION TO OPERATE VEHICLES

In addition to the imposition of the penalties, fines, and charges hereby established, the president of the University or his designee is authorized to revoke or suspend, in whole or in part, the privileges of any person to operate vehicles on the West Lafayette Campus for violations of these regulations.

9 ADMINISTRATION AND ENFORCEMENT

9.1 ADMINISTRATION BY DEPARTMENT

It is the duty of the department, and the department is hereby authorized, to administer these regulations under the supervision and control of the president of the University or president's designee. The department will keep records and make investigations, reports, and recommendations to the president to enable the president to advise the Board of Trustees concerning the administration and effectiveness of these regulations.

9.2 ENFORCEMENT BY UNIVERSITY POLICE

It is the duty of the University Police Department, and the University Police Department and Parking Facilities is hereby authorized, to enforce these regulations and, to the extent permitted by law, to enforce all applicable state, county, and

municipal laws and ordinances, to investigate accidents, and to cooperate with and assist the Parking Facilities Office in the general administration of these regulations. All regulations are enforced at all times, including University holidays and when classes are not in session.

9.3 ISSUANCE OF TRAFFIC OR PARKING CITATIONS.

The University police and designees approved by the president may issue traffic and parking citations to alleged violators of any provision of these regulations. All persons to whom citations are issued should cooperate fully with the University police in furnishing the information required for the citation and in exhibiting their driver's license and any other documents reasonably required by the University police. A copy of the citation will be given to each person at the time of issuance, or if the violation involves a vehicle without an operator or person in charge thereof, the copy of the citation will be conspicuously affixed to the vehicle. Each citation will state the substance of the alleged violation and the penalty or fine. Recipients of citations must appeal or pay the fine before the due date on the formal notice.

9.4 REMOVAL OF UNATTENDED VEHICLES— NOTICE

- a) The University police are authorized to immobilize, remove, or impound without notice any unattended vehicle from the streets, highways, parking areas, or other areas within the West Lafayette Campus under the following circumstances and subject to the following conditions:
 1. It is parked in violation of any applicable Indiana state traffic or parking code that authorizes removal, including but not limited to: a vehicle with no proper registration; a vehicle within 15 feet of a fire hydrant;
 2. It is improperly parked;
 3. It is, or will be, left unattended and constitutes, or is likely to constitute, a hazard or an obstruction to traffic;
 4. It is left unattended on a street or in a parking area continuously for more than 72 hours under circumstances that indicate it has been abandoned;
 5. In the opinion of the University police, a vehicle should be removed in the interest of the safety of persons or property because of fire, flood, storm, snow, or other emergency reasons;
 6. It is owned or operated by a person whose privilege to operate a vehicle on the West Lafayette Campus has been revoked or suspended by the president of the University;
 7. It is identified as one that was involved in three or more previous violations of these regulations for which traffic or parking citations were issued and no fines were paid nor appeals pursued;
 8. It is displaying a stolen or invalid permit.
- b) Normal procedure for immobilizing and impounding under item 9.04 (a) (7) and 9.04 (a) (8) above, is as follows:
 1. The University police or parking enforcement attendant will affix a wheel lock device to immobilize the vehicle.
 2. If the payment (in full or if applicable, an invalid permit) is not recovered by the Parking Facilities office within 72 hours of affixing the wheel lock device, the vehicle will be subject to removal and impoundment.
- c) Vehicles removed or impounded by the University police may be released to the owner or operator (or his or her authorized representative) upon request and
 1. Upon payment of any outstanding fines and/or surrender of any invalid permit.
 2. Upon payment of the owner or operator charges for the removing and impounding of the vehicle.

9.5 FAILURE TO APPEAR IN RESPONSE TO A CITATION

Any individual receiving a citation must appeal or pay the fine. The Parking Facilities department will notify the individual with a formal notice. A penalties will be added to the amount due if an appeal or payment is not received by Parking Facilities before the due date indicated on the formal notice. When the payment of the citation is considered late, the individual loses the right to appeal the violation. Delinquent fines for students will result in a hold being placed on the student's academic record.

10 APPEALS

10.1 STUDENT COURT

The Student Court has been empowered by the Purdue Student Government and the Office of the Dean of Students to act as the appellate body. The court will consider each violation individually and rule to excuse or uphold the violation. Student Court does not have the authority to make or change these regulations.

10.2 STAFF APPEAL BOARD

The Staff Appeal board consists of staff members appointed by the president of the University. No member of the Parking Facilities Office or of the University Police Department will be appointed. The Staff Appeal Board elects its own officers, including a president and secretary, and establishes rules for the conduct of its affairs consistent with these regulations.

10.3 VISITOR APPEALS

Visitors receiving a citation for violation of these regulations may appeal by written notice or online submission to the parking facilities office.

10.4 TIME FOR FILING APPEALS

Any appeal of a specific violation must be filed before the due date indicated on the formal notice. No appeal will be accepted or heard by any appellate body unless filed before the due date.

10.5 JURISDICTION AND AUTHORITY

The Student Court, the Staff Appeal Board, and the appeal officer have authority within their respective jurisdictions to hear and determine all timely appeals made to them. Their decisions are final and binding upon the persons involved. The Student Court and the Staff Appeal Board will give notice of the time and place of all hearings and conduct all hearings informally without recourse to the technical requirements of evidence and procedure required in judicial proceedings. They will give all persons charged with violations the right to submit evidence and confront and cross-examine witnesses. No record will be made of the proceedings except the name and address of the person charged, the nature of the charge, and time and place of the hearing, and the disposition of the case, which shall be reported to the Parking Facilities Office. The Student Court, the Staff Appeal Board, and the appeal officer may advise the president or the president's designee regarding any case. They will make reports as the president or the president's designee requests them.

10.6 PROCEDURE FOR APPEAL

- a) **Visitors.** A visitor to whom a citation has been issued will either pay the fine imposed for the violation charged or written notice or online submission to the parking facilities office.
- b) **Facility or Staff.** When a facility or staff member receives a parking citation, they will either pay the fine imposed for the violation charged or appeal the citation by completing an appeal form online or at the Parking Facilities office before the due date on the formal notice. An appeal officer will make a decision based on the written appeal. If the staff member wishes to further appeal, his or her appeal will be forwarded to the staff appellate body. Once a staff member is notified of the Staff Appeal Board ruling on his or her appeal, the staff member has 10 business days to arrange for a personal appearance before the board or pay the fine if the parking citation was upheld. To make arrangements to appear before the Staff Appeal Board, the staff member should call the Parking Facilities Office at 494-9494.
- c) **Students.** When a student receives a parking citation, they will either pay the fine imposed for the violation charged or appeal the citation by completing an appeal form online or at the Parking Facilities office before the due date on the formal notice. An appeal officer will make a decision based on the written appeal. If the student wishes to further appeal, he or she will be given a date to appear before the Student Court. Failure to schedule the appeal will result in the citation being automatically upheld with no further appeal process. Failure to appear at the scheduled hearing will result in the citation being upheld with no further appeal process. If the Student Appeal Court is not in session, the parking facilities manager acts on its behalf.

10.7 FAILURE TO PAY FINES AFTER APPEAL

If an appeal is denied, the fine must be paid before the due date or a penalty will be added. Delinquent fines for students will result in a hold being placed on the student's academic record. Any unpaid fines may be referred to collections for further action.

11 MISCELLANEOUS

11.1 PRESIDENT AUTHORIZED TO INTERPRET REGULATIONS

The president or the president's designee is authorized to interpret and construe these regulations whenever necessary either by directives of general or specific applications, and his or her interpretations will become a part of the regulations.

11.2 PRESIDENT AUTHORIZED TO SUPPLEMENT REGULATIONS

The president or the president's designee is authorized to establish and issue, and the Parking Facilities Office is authorized to enforce, temporary amendments to these regulations to be effective for not more than 90 days. No temporary amendments will become effective until adequate signs, markings, signals, or other notices are erected or given that clearly indicate the substance of the new regulations.

11.3 PRESIDENT AUTHORIZED TO DELEGATE

The president is authorized to delegate any of the president's power to any vice president of the University. The current delegation to interpret, supplement, rescind, or amend issues relating to these parking and traffic regulations resides with the executive vice president and treasurer.

11.4 AMENDMENTS

These regulations may be amended or rescinded in whole or in part at any time by the president or the president's designee.