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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 (IC 21-23, IC 21- 27- 7) 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. (IC 21-17-5-7)

### **1.3 VISION, VALUES, MISSION STATEMENT AND GOALS**

#### **1.3.1 Vision**

Parking and Transportation Services will be an industry leader responsible for creating a campus wide parking and transportation system, which is responsive to customer needs, self-sustaining, efficient and equitable in the management of university resources.

#### **1.3.2 Values**

- Accountability
- Communication
- Environmental Sustainability
- Innovation
- Integrity
- Fiscal Responsibility
- Professionalism
- Teamwork

#### **1.3.3 Mission Statement**

Parking and Transportation Services supports the University's mission by maximizing campus access through environmentally sustainable practices, superior customer service, innovation and professional management of parking and transportation's resources and facilities.

#### **1.3.4 Goals**

Customer service is understanding our policies and communicating them accurately to our customers. We will listen carefully to fully understand the issue and respectfully craft a fair solution based on policies and procedures.

We will:

- Provide accessible parking and transportation services and transportation choices
- Partner and collaborate with the University community to encourage problem-solving communication
- Provide accurate and timely information to all customers
- Manage revenue and resources effectively and efficiently
- Plan strategically for capital expenditures
- Promote compliance through education, enforcement and regulation
- Annually evaluate performance to improve services through surveys offered to our stakeholders

### **1.4 APPLICATION**

These regulations apply to all students and staff members of the University and are a part of the terms and conditions of 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.

## 1.5 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.

## 1.6 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 SPECIFIC

Terms frequently used in this publication are defined below.

- a) **License Plate Recognition**—The AutoVu™ license plate recognition (LPR) system automates license plate reading and identification, making it easier for law enforcement and for municipal and commercial organizations to locate vehicles of interest and enforce parking restrictions. Designed for both fixed and mobile installations, the AutoVu system is ideal for a variety of applications and entities, including state, municipal and commercial organizations.
- b) **Bicycles**—Any two-wheeled vehicle that is not motorized; being operated by the motion of pedaling.
- c) **Bike Paths**—Any improved pathway specifically for the use of bikes that are clearly marked by international symbols.
- d) **Department**—Parking and Transportation Services is a unit within Physical Facilities.
- e) **Motor Vehicle**—Any electric or fuel-powered, self-propelled conveyance having two or more wheels (e.g. golf carts, Gators), including all Class A or Class B motor driven cycles (MDC); (Class A IC 9-13-2- 25.8; Class B IC 9-21-11-12)
- f) **North Academic Campus**—The part of the West Lafayette campus bound by Northwestern Avenue, Stadium Avenue, University Street, State Street and Grant Street;
- g) **Electric or Motor Powered Vehicle (EMPV)**—Any wheeled vehicle, not required to be registered with the Indiana Bureau of Motor Vehicles, which utilizes battery power to fully or partially propel its operator, including, but not limited to, electric skateboards, scooters, bikes, hoverboards, Segways, etc. This definition does not include assistive devices such as motorized wheelchairs. See bicycle regulations at section 7 for EMPV use and parking regulations.
- h) **Restricted Hours**—Restricted hours are 7 a.m. to 5 p.m. Monday through Friday, except where posted otherwise.
- i) **Retired Staff Member**—Any person who is officially recognized as a retired staff member as defined by the University.
- j) **Roller Skates**—Any skates with wheels, including in-line skates.
- k) **Skateboard**—Any non-motorized vehicle consisting of two or more wheels and a board to stand upon.
- l) **South Academic Campus**—The 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.
- m) **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.
- n) **Storage**—Continuous use of the parking space for longer than 24 hours.
- o) **Student**—Any person who is enrolled in courses at 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.
- p) **Virtual Permit**—When an individual registers their vehicle(s) on their account through Parking and Transportation Services, the license plate information is used for parking enforcement in place of a physical parking permit.
- q) **Visitor**—Any person who is neither a student nor a staff member.
- r) **West Lafayette Campus**—All real property owned or occupied by the University in Tippecanoe County, Indiana.

## **3 OPERATION OF MOTOR VEHICLES**

### **3.1 OVERVIEW**

#### **3.1.1**

Motor vehicles that are operated or parked on the West Lafayette campus must comply with these regulations. It is the responsibility of vehicle operators to ensure that their state-issued license plate or Purdue-issued “front plate” face the drive lane to be scanned for compliance. A vehicle may be cited if its state-issued license plate or Purdue-issued front plate cannot be scanned by parking enforcement attendants from the drive lane.

#### **3.1.2**

A student may not drive or park a motor vehicle on the north academic campus during restricted hours unless the vehicle is linked to a current “A” or “B” permit.

#### **3.1.3**

Motor vehicles operated or parked on the West Lafayette campus must have current vehicle registration and display current license plates.

#### **3.1.4**

Permits may not be shared with anyone, regardless of permit type or permit holder classification. All individuals are responsible for the purchase of their own permit. The use of a parking permit by anyone other than who it is assigned to may result in permit revocation.

### **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 virtual parking permit. Only one parking permit per staff member is allowed.

### **3.3 STUDENTS ELIGIBLE TO OBTAIN PARKING PERMITS**

Permits should be used only by the individual to whom the permit is issued. Only one parking permit per student is allowed. The director of Parking and Transportation Services or their designee may authorize exceptions to avoid undue hardships.

### **3.4 PROCEDURES FOR OBTAINING A STAFF OR STUDENT PARKING PERMIT**

All faculty, staff or student permits must be purchased online at [www.purdue.edu/parking](http://www.purdue.edu/parking).

## **4 PARKING REGULATIONS AND PERMITS**

### **4.1 LICENSE PLATE RECOGNITION**

Purdue University uses a license plate recognition (LPR) system for parking enforcement. With LPR, most customers will not receive a physical parking permit. The vehicle’s license plate is used as a virtual parking permit.

#### **4.1.1**

Currently with very few exceptions, all permits must be purchased in the online Parking Portal, accessible through [www.purdue.edu/parking/](http://www.purdue.edu/parking/).

#### **4.1.2**

Drivers are responsible for ensuring license plate information is accurately entered and submitted when registering for or renewing a permit. The driver is subject to receiving a citation if the information does not match, including an incorrect license plate number or a typo.

#### **4.1.3**

License plates must be visible to the drive lane so that parking enforcement staff can scan each parking area efficiently. Those who want to back in or pull through a space must have a Purdue-issued front plate that is tied to the individual’s online Purdue Parking Portal profile. Some states require a state-issued front license plate, and in this case, no additional steps are needed from drivers for Purdue parking compliance. Motorists who have state-issued rear license plates only, including Indiana, may purchase a front plate from Purdue Parking and Transportation

Services. Purdue Parking and Transportation Services will link the assigned front plate number to the motorist's online parking account. Front plates of any kind do not provide parking eligibility for any angled parking on campus, as no one is allowed to back in to or pull through these spaces.

Purdue Parking and Transportation Services offers front plates for sale at the material cost of \$20.00, subject to change as the cost of materials change. This is not a required purchase for any permit holder. However, it is available as an option for those who wish to back in or pull through a space and do not have a state-issued front license plate. State-issued front license plates or Purdue-issued front plates are the only ones that will work with LPR. Front plates may only be purchased in person at the Purdue Parking and Transportation Services office located at 700 Ahlers Drive. Debit and credit cards are the only accepted payment methods.

Front plates will only be sold to individuals who have a university permit associated with their vehicle. The \$20.00 front plate is a one-time purchase and will remain valid for the length of time a Purdue parking permit is registered to a vehicle.

Front plates are non-transferable and may not be shared. They do not constitute parking eligibility at any location other than Purdue University and do not replace state-issued license plates. They are only to be displayed on the front of a vehicle.

## **4.2 PURCHASING A PERMIT**

### **4.2.1**

To purchase a new permit, faculty and staff should complete the following steps:

1. Visit the online parking portal at <https://purdue.t2hosted.com/Account/Portal>.
2. Select "Permits" from the top navigation section of the webpage.
3. Select "Get Permits."
4. Then follow the steps accordingly.

### **4.2.2**

All permit purchases/renewals ***must be completed online***. Per the usual process, payroll deductions will begin each fall.

### **4.2.3**

Individuals who purchase an "A" or "Reserve" permit will receive a garage access card that will allow access to the gated Grant and Harrison Street Parking Garages in the event that the license plate is unable to be read by LPR software. The physical passes will be tied to a virtual permit and expire each August. If an individual does not renew the "A" or "Reserve" permit in the future, then the garage access card should be returned to Parking and Transportation Services.

### **4.2.4**

Additional LPR information may be found in [the FAQ section of the Parking website](#).

## **4.3 PARKING IN RESTRICTED AREAS**

No motor vehicle may park in any restricted area on the West Lafayette campus, unless authorized as defined in these regulations.

### **4.3.1**

**Loading Zones.** Vehicles may be parked in areas designated as loading zones for no longer than 20 minutes to allow for the loading or unloading of the vehicle. Loading zones are enforced 24 hours per day unless otherwise posted. These spaces are reserved for Purdue University business. No buying, selling or delivery of food or other items from any vehicle parked in any location on the West Lafayette campus is permitted without prior authorization.

### **4.3.2**

**Vehicle storage.** Motor vehicles may not be stored in any surface lot parking spaces on the Purdue University campus or in any parking garage for longer than 24 hours without prior authorization from Parking and Transportation Services.

### **4.3.3**

**Contractor Spaces.** Contractor spaces on the West Lafayette campus are specific to each jobsite. Contractor spaces are enforced 24/7. An appropriate contractor permit is required and must be displayed in each vehicle.

Overnight parking in the contractor spaces, not on the project site, is prohibited. Prior authorization to park overnight may be granted by Parking and Transportation Services.

#### **4.4 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.

##### **4.4.1**

**Purdue Village Housing Area.** Certain parking areas are assigned for tenants of Purdue Village. A Purdue Village parking permit is required and must be obtained online.

##### **4.4.2**

**Residence Hall Area.** Certain parking areas assigned for the residence halls are designated for residents only. An active and linked residence hall virtual parking permit is required.

###### **4.4.2.1**

Residence hall annual permits must be purchased online at [www.purdue.edu/parking](http://www.purdue.edu/parking) and will be valid through the expiration date as long as the student to whom the permit is issued remains a contracted resident of the hall and continues to meet the criteria established for the permit. Only residents with a semester classification of three or greater are eligible to obtain a permit.

###### **4.4.2.2**

Students with a semester classification of one or two are not eligible to obtain a permit.

###### **4.4.2.3**

Restricted Residence Hall Parking permits are available only with the approval of Parking and Transportation Services. A completed Restricted Residence Hall Permit Application ([www.purdue.edu/parking/permits/students/index.html](http://www.purdue.edu/parking/permits/students/index.html)) is required along with documentation of one of the following reasons:

- Regular medical visits off-campus
- Classes off-campus (excluding the Airport)
- Reserve/active military duty
- Off-campus employment

##### **4.4.3**

**Hawkins Hall Areas.** Certain parking areas at Hawkins Hall are designated for residents only. An active Hawkins Hall virtual parking permit is required and must be purchased annually online. The number of permits sold for Hawkins Hall is limited.

##### **4.4.4**

**Meters.** Metered spaces must be paid for using the Passport mobile application or via the 800 phone number located on the meter signs. All persons parking in metered spaces must observe time limits.

#### **4.5 RESERVED AREAS AND PERMITS**

Reserved areas are for the use of vehicles displaying a "Reserve" parking permit only.

"Reserve" parking permits may be purchased only by those persons designated by the executive vice president and treasurer of the University.

#### **4.6 "A" AND "B" AREAS AND PERMITS**

##### **4.6.1**

University vehicles and those with an active and linked "A" or "Reserve" parking permit are the only motor vehicles that may park in designated "A" areas during restricted hours or as otherwise posted. University vehicles and those with an active and linked "A," "Reserve" or "B" parking permit are the only vehicles permitted to park in a "B" area



during restricted hours or as otherwise posted. Reciprocal staff permits issued by Purdue University regional campuses are valid in like spaces on the West Lafayette campus.

#### 4.6.2

No one is required to purchase an “A” or “B” permit, but any staff and faculty member who is eligible may do so. The following persons are also eligible for an “A” or “B” permit:

1. “A” permits are issued without cost to eligible retired staff members of Purdue University, Purdue Research Foundation 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 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. The permit must be requested online, by attaching a completed Student  $\frac{3}{4}$  “A” or “B” parking permit application ([www.purdue.edu/parking/permits/students/index.html](http://www.purdue.edu/parking/permits/students/index.html)).
3. Requests 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 and Transportation Services manager or their designee. Requests must be made online by providing documentation supporting their request.
4. Vehicles displaying U.S. government or state of Indiana government license plates may park in any “A,” “B” or “C” spaces. *This privilege does not include the Harrison Street and Grant Street parking garages or University Vehicle spaces.*

### 4.7 “C” AREAS AND “C GARAGE” AREAS AND PERMITS

#### 4.7.1

**“C” Permits.** Those who have purchased 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. Those that have purchased “C” permits may not drive or park within the north academic campus during restricted hours. University Vehicles and those purchasing “Reserve,” “A” or “B” permits can also park in “C” areas. “C” permits are not valid in University parking garages.

#### 4.7.2

**“C Garage” Permits.** “C Garage” areas in the Northwestern Avenue and the Wood Street parking garages are exclusively for the use of those that have purchased a “C Garage” permit for these spaces 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 that are linked to a virtual “C Garage” permit may park in any other designated “C” area; however, they may not be driven on the north academic campus during restricted hours. University Vehicles and those that are linked to an active “Reserve” or “A” permit *may not* park in “C Garage” areas.

#### 4.7.3

Any student whose local place of residence is outside of the 1.5 mile defined radius or more from the center of campus (i.e. the intersection of State Street and University Street) as predetermined by Parking and Transportation Services, is eligible to purchase a “C” permit or one of the limited “C Garage” permits that are available. Specific boundaries may be found at [www.purdue.edu/parking/documents/CBoundaryMap.pdf](http://www.purdue.edu/parking/documents/CBoundaryMap.pdf).

### 4.8 SPECIAL GUEST PERMITS

Each vice president, dean or department head may purchase and issue a guest permit to individuals providing a service to the University. Vehicles that display a guest permit may be parked in any “A,” “B” or “C” parking space. A guest is one who is performing a service to the University and who is not a Purdue faculty or staff member or student.

### 4.9 STAFF ID PERMITS

Eligible staff may purchase an ID virtual permit, which is valid in any space posted for “A” and “B” permits from 7-8 a.m. and 3-5 p.m. Monday – Friday.

### 4.10 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.



#### 4.10.1 University Vehicle Hangtags

##### 4.10.1.1

The University Vehicle (UV) hangtag is intended to facilitate parking for staff who have an "A" or "B" parking permit with frequent, daily business at multiple campus locations while using their personal vehicles. The UV hangtag allows parking in loading zones for a maximum of 20 minutes to load and unload materials, UV spaces or any "A" or "B" space. If using a meter, meter fees must be paid, and time limits must be observed.

##### 4.10.1.2

UV hangtags must be requested through Parking and Transportation Services 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.

#### 4.11 APPLICATIONS FOR PARKING PERMITS

All faculty, staff and student parking permits are required to be purchased online at [www.purdue.edu/parking](http://www.purdue.edu/parking), except for Contractor Permits. These permits are not available online and must be purchased in person at the Parking and Transportation Services office.

#### 4.12 VISITOR PARKING

Visitors may park in the Grant Street Parking Garage or Harrison Street Parking Garage at the posted hourly rate or at parking meters that use the Passport mobile app; payment of fees is required as posted. Visitors may also purchase a visitor permit online at [www.purdue.edu/parking](http://www.purdue.edu/parking). Visitors must observe special postings such as reserved or disability spaces.

#### 4.13 SPECIAL PARKING REGULATIONS

All persons parking motor vehicles (IC 9-13-2-105) on the West Lafayette campus must obey all applicable state laws (IC 9-13-2-110). These laws include (IC9-13-2-112), 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 to block crosswalks. All persons must observe all parking and no-parking signs and markings, including yellow curbs where parking is prohibited. Yellow curbs may not be used as loading zones. No vehicle belonging to a student, faculty or 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.

#### 4.14 FEES FOR PERMITS

The fees for student parking permits must be paid online. Graduate students employed in graduate staff positions are eligible for payroll deduction. Fees for staff parking permits may be paid in full online or through payroll deduction for those who are eligible. ID permits must be paid in full in advance online. Permit prices will be prorated based on when they are purchased.

For faculty and staff, "Reserve" parking permits that are 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. Prorated refunds are not issued for any parking permits returned after March 1 of the current permit year.

#### 4.15 ADA PARKING

Purdue University is committed to meeting its ADA obligations, pursuant to DOJ's ADA Standards (2010), which became mandatory on March 15, 2012. Eligibility for accessible parking is based on a review of current medical information. Accommodations will also pertain to availability of space.

##### 4.15.1

**Visitors** – Visitors who require accessible parking may park at the metered disability spaces marked by blue and white ADA signs with the appropriate license plate or an official ADA placard displayed. It is required that meter fees be paid and time limits observed using the Passport mobile app. By Indiana state law, vehicles displaying Indiana issued *Disabled American Veteran* license plates are exempt (IC 9-18-18) from paying meter fees.

##### 4.15.2

**Faculty and Staff** – To be eligible for a temporary or permanent "Disability Reserve" permit, staff must submit a completed Accessible Parking Accommodation Request Form (PF-25 Form). This form is available online at [www.purdue.edu/parking/permits/disabilities/index.html](http://www.purdue.edu/parking/permits/disabilities/index.html)

**4.15.2.1**

The designated parking space will be selected according to the staff member's needs and available space. Staff members with a "disability reserve" permit may also park in any "A," "B" or "C" parking space.

**4.15.2.2**

A staff member's vehicle must be linked to a valid "A" permit and display a valid state handicap license plate or placard to park in designated handicap spaces (i.e. those that are marked by blue and white ADA signs).

**4.15.3**

**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 online at [www.purdue.edu/parking/permits/disabilities/index.html](http://www.purdue.edu/parking/permits/disabilities/index.html).

**4.15.3.1**

The "Reserve 90" designated parking spaces are located throughout campus and may be adjusted to accommodate needs. Students with a "Reserve 90" permit may also park in any "A," "B" or "C" parking space.

**4.15.3.2**

The "Reserve S" 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.

**4.15.3.3**

Students with a "Disability A" permit may park in any "A," "B" or "C" parking space.

## **5 OPERATING BICYCLES, SKATEBOARDS AND ELECTRIC OR MOTOR POWERED VEHICLES (EMPVs)**

### **5.1 OPERATING PERSONAL ELECTRIC OR MOTOR POWERED VEHICLES**

A "Personal Electric or Motor Powered Vehicle" (EMPV) is any wheeled vehicle that is not required to be registered with the Indiana Bureau of Motor Vehicles. EMPVs use battery power to fully or partially propel the operator, including, but not limited to electric skateboards, scooters, bikes, hoverboards, Segways, etc. This definition does not include assistive devices such as motorized wheelchairs.

Users are responsible for operating their EMPVs within the restrictions of these regulations. A user that violates these regulations is subject to the same table of penalties and fines that have been established for motor vehicles.

### **5.2 OPERATING BICYCLES, SKATEBOARDS AND NON-MOTORIZED CONVEYANCES**

Conveyances which fit into this definition include non-motorized devices, such as bicycles, skateboards and other mobility devices which do not use battery power to partially or fully propel the operator and are not required to be registered with the Indiana Bureau of Motor Vehicles.

Users are responsible for operating their mobility device within the restriction of these regulations. A user that violates these regulations is subject to the same table of penalties and fines that have been established for motor vehicles.

### **5.3 INDIANA LAW 9-21-11-2**

All persons owning or riding any device defined in sections 5.1 or 5.2 on the West Lafayette campus must observe and obey all applicable Indiana bicycle laws at <https://iga.in.gov/legislative/laws/2017/ic/titles/009>. State laws that apply to bicycles (IC-21-11-2; and Sections -3; -4; -6 through -10) include:

- Observing stop signs and other traffic control signals.
- Observing the direction of travel on one-way streets.
- Obeying applicable speed limits.
- Providing a white light on the front of the bicycle that is visible for at least 500 feet and a red light or reflector on the rear of the bicycle at night.
- 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.
- Prohibiting the riding of more than two bicycles abreast of each other.

## 5.4 SPECIAL UNIVERSITY REGULATIONS

In addition to the state laws defined in section 5.3, **Special University Regulations** have also been implemented to provide a safe environment for all campus users. All users of devices which can be defined by sections 5.1 or 5.2 are required to adhere to the below regulations. A user that violates these regulations is subject to the same table of penalties and fines that have been established for motor vehicles.

### 5.4.1

- Bicycles and EMPVs may only be parked on campus in bicycle racks and on bicycle pads provided specifically for this purpose.
- Motorcycles are not allowed in bicycle parking areas.
- Bicycles and EMPVs must be ridden on streets or designated campus drives and bike paths.
- Any bicycle or EMPV found in violation of these regulations may be removed and/or ticketed with a violation notice.
- Bicycles are not permitted inside any University building without permission from the respective Building Deputy. Bicycles that are 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.

### 5.4.2

Class A Motorcycles (over 50 cc) and Class B Motorcycles (50 cc and under) are not permitted to travel on sidewalks. All Class A and Class B motorcycles must be linked to an active parking permit and be parked in regular or motorcycle parking spaces on campus.

### 5.4.3

Use of golf carts and utility carts on campus is prohibited unless approved by the Purdue University Police Chief or designee.

## 5.5 “WALK YOUR BIKE” REGULATIONS

### 5.5.1

Mobility devices defined in sections 5.1 and 5.2 may not be ridden on sidewalks, except on designated bike routes.

### 5.5.2

Bicycles and EMPVs must be dismounted and “walked” where posted.

### 5.5.3

Bicycles and EMPVs must be dismounted and “walked” across designated pedestrian crossing areas.

## 6 TRAFFIC REGULATIONS

### 6.1 INDIANA LAWS AND ORDINANCES

All persons operating motor vehicles, any motorized or non-motorized personal conveyances within the boundaries of the West Lafayette campus must observe and obey all applicable Indiana laws (IC 9-13-2-110); (IC 9-13-2-112) 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 per hour, unless otherwise posted by the department. The speed limit in all parking garages is 10 miles per hour unless otherwise posted by the department. The speed limit on all multi-use paths, bike lanes and cycle tracks is 15 miles per hour. Mobility devices being operated in a lane of traffic must obey posted speed limits.

### 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 on the West Lafayette campus. All persons operating any vehicles on campus must obey all signs, markings, signals and devices. All traffic signs in parking 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 Purdue University Police Department.

# 7 VIOLATIONS AND PENALTIES

## 7.1 GENERAL

Violating the Purdue University Traffic and Parking regulations may result in receiving a citation.

## 7.2 PERSONS RESPONSIBLE FOR VIOLATIONS

Students, faculty, staff and visitors shall be responsible for all violations of these regulations that result in a citation issued to vehicles linked to their permit or registration. Registered permit owners shall be responsible for all vehicle information linked within their online parking profile. Responsibility for Purdue University's data security is administered through [Secure Purdue](#) and [Information Technology](#).

## 7.3 DISPLAY OF AN INVALID PERMIT

### 7.3.1

It is a violation of these regulations to display in any vehicle or be in possession of a current parking permit or registration sticker that 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 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 owner's expense.

### 7.3.2

An individual must register their vehicle and provide the correct license plate information in order to park in a space that requires a permit. Fines and late fees for non-payment of registering a vehicle may result.

## 7.4 COMMON VIOLATIONS

Citations may be issued for parking or traffic violations, included but not limited to those listed below. Fine amounts are included for each violation.

### 7.4.1 \$35.00 Fines

- No permit
- Beyond marked space, i.e. outside white lines or beyond wheel stop
- Expired meter
- Expired permit, i.e. physical permit being used beyond allowed date(s)
- Improper permit display, i.e. license plate or Purdue-issued front plate not facing drive lane
- Parked along yellow curb
- Restricted as posted
- Expired plates

### 7.4.2 \$50.00 Fines

- Loading zone violation, i.e. exceeding the allotted time in designated spaces
- Parked in front of fire hydrant

### 7.4.3 \$100.00 Fines

- Reserved spaces
- Improper use of ADA/handicap space

### 7.4.4. Other Fines and Fees

- Failure to pay fines/wheel lock, \$25.00
- Invalid permit (a physical permit that has been altered) + wheel lock, \$150.00

- Athletic or special event vehicle relocate, \$30.00 or \$60.00 depending on what equipment is required to relocate the vehicle – Note: The citation will include both the violation and relocate fees

## **7.5 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 a 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.

# **8 ADMINISTRATION AND ENFORCEMENT**

## **8.1 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 the 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.

## **8.2 ENFORCEMENT BY UNIVERSITY POLICE**

It is the responsibility of the Purdue University Police Department and Parking and Transportation Services to enforce these regulations and, to the extent permitted by law, to enforce all applicable state, county and municipal laws and ordinances pertaining to parking and transportation. All regulations are enforced during the academic year and when the University is open between semesters, including University holidays and when classes are not in session.

## **8.3 ISSUANCE OF TRAFFIC OR PARKING CITATIONS**

### **8.3.1**

The Purdue University Police Department and Parking and Transportation Services are approved by the president to 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 police.

### **8.3.2**

Parking and Transportation Services will issue citations to vehicles in violation of any regulation. A citation will be given to each violator, and the citation will be placed on the vehicle in violation. Each parking citation will state the alleged violation and the penalty or fine.

Recipients of citations must either appeal or pay the fine before the due date on the formal notice.

## **8.4 REMOVAL OF UNATTENDED VEHICLES—NOTICE**

The Purdue University Police Department and Parking and Transportation Services 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:

- Vehicle 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 or a vehicle within 15 feet of a fire hydrant;
- Vehicle is improperly parked;
- It is, or will be, left unattended and constitutes, or is likely to constitute, a hazard or an obstruction to traffic;
- Vehicle 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;
- 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;
- Vehicle 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;
- Vehicle 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;
- Vehicle is displaying a stolen or invalid permit.

**8.4.1**

Normal procedure for immobilizing and impounding 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 Parking and Transportation Services within 72 hours of affixing the wheel lock device, the vehicle will be subject to removal and impoundment.

**8.4.2**

Vehicles removed or impounded by the University police or parking enforcement attendants may be released to the owner or operator (or his or her authorized representative) upon request and

- Upon payment of any outstanding fines and/or surrender of any invalid permit.
- Upon payment of the owner or operator charges for the removing and impounding of the vehicle.

**8.5 FAILURE TO RECONCILE CITATIONS**

Any individual who receives a citation must either appeal or pay the fine. Parking and Transportation Services will notify the individual with a formal notice when a citation has been issued. Penalties will be added to the amount due, if an appeal or payment is not received by Parking and Transportation Services by 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. Students who have delinquent fines will have a hold placed on their academic record.

**9 APPEALS****9.1 STUDENTS**

When a student receives a parking citation, they must either pay the associated fine or appeal the citation by submitting an appeal through the online Purdue Parking Portal before the due date on the formal notice. Instructions and the portal link are available at <https://www.purdue.edu/parking/citations/appeals.html>. An appeal officer will then make a decision and email the result to the student. If the student wishes to further appeal, he or she must submit a second online appeal within 10 business days and will receive a date and time to appear in Purdue Student Supreme Court. Failure to submit the second appeal or to appear at the scheduled hearing will result in the citation being automatically upheld with no further appeal process available. If the Purdue Student Supreme Court is not in session, the Parking and Transportation Services manager acts on its behalf.

**9.1.1**

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

**9.2 FACULTY AND STAFF**

When a staff or faculty member receives a parking citation, they must either pay the associated fine or appeal the citation by submitting an appeal through the online Purdue Parking Portal before the due date on the formal notice. Instructions and the portal link are available at <https://www.purdue.edu/parking/citations/appeals.html>. An appeal officer will make a decision and email the result to the faculty or staff member. If the staff or faculty member wishes to further appeal, they must submit a second online appeal within 10 business days. The appeal will be forwarded to the Staff Appeal Board. Once a faculty or staff member is notified of the Staff Appeal Board ruling, he or she has 10 business days to arrange for a personal appearance before the board or pay the fine if the parking citation was upheld. Failure to submit the second appeal or to appear at the scheduled hearing will result in the citation being automatically upheld with no further appeal process available.

**9.2.1**

The Staff Appeal Board consists of staff members appointed by the president of the University. No member of Parking and Transportation Services or 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. The Staff Appeal Board does not have the authority to make or change these regulations.



### **9.3 VISITORS**

Visitors who receive a citation for violating any of these regulations may submit an appeal through the online Purdue Parking Portal before the due date on the formal notice. Instructions and the portal link are available at <https://www.purdue.edu/parking/citations/appeals.html>. An appeal officer will make a decision and email the result to the visitor. If the visitor wishes to further appeal, he or she must submit a second online appeal within 10 business days. The appeal will be forwarded to the parking manager. Once a visitor is notified of the parking manager ruling, he or she has 10 business days to pay the fine if the parking citation was upheld. Failure to submit the second appeal will result in the citation being automatically upheld with no further appeal process available.

#### **9.3.1**

A visitor to whom a citation has been issued must either pay the associated fine or appeal the citation using the link provided above.

### **9.4 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 it is filed before the due date.

### **9.5 JURISDICTION AND AUTHORITY**

The Purdue Student Supreme Court, the Staff Appeal Board and the parking manager have authority within their respective jurisdictions to hear and determine all timely appeals made to them. Decisions are final and binding. The Purdue Student Supreme 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, 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, time and place of the hearing, and the disposition of the case, which shall be reported to Parking and Transportation Services. The Purdue Student Supreme 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.

### **9.6 FAILURE TO PAY FINES**

If an appeal is denied, the fine must be paid before the due date or a \$10.00 penalty will be added. Any unpaid fines or penalties may be referred to collections for further action, which will result in additional fees to the violator.

## **10 MISCELLANEOUS**

### **10.1 PRESIDENT AUTHORIZED TO INTERPRET REGULATIONS**

The president or the president's designee is authorized to interpret these regulations whenever necessary either by directives of general or specific applications.

### **10.2 PRESIDENT AUTHORIZED TO SUPPLEMENT REGULATIONS**

The president or the president's designee is authorized to establish and issue, and Parking and Transportation Services 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.

### **10.3 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 Treasurer and Chief Financial Officer.

### **10.4 AMENDMENTS**

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