

***PARKING REGISTRATION
&
ENFORCEMENT POLICY***



**A COMPLETE OVERVIEW OF ALL PARKING AND
VEHICLE RELATED REGULATIONS**

1.0 OVERVIEW

Davenport University has implemented this series of parking/traffic enforcement policies in order to ensure safe traffic flow throughout all parking lots and roadways on our campuses. Specifically, the university seeks to maximize available parking, maintain safe entry and exit points from each campus, allow access for emergency vehicles, and ensure the safest environment possible for both vehicle and pedestrian traffic. Davenport University's Public Safety Department is tasked with managing and enforcing these parking related policies and regulations at each Davenport University campus. The Executive Director of Public Safety may delegate responsibilities other university departments and employees as appropriate.

All parking lots, and roadways, within Davenport University are private property. Davenport University reserves the right to issue citations to and/or tow any vehicles that violate any of these parking/traffic enforcement policies. Use of Davenport University parking lots and roadways is considered a privilege, which may be restricted or revoked at any time – with or without advance notice. Davenport University may also restrict access to or temporarily close any campus roadway or parking lot at any time to accommodate maintenance, snow removal, special events, or emergencies.

Davenport University reserves the right to interpret or revise these policies as needed. Revisions will be published on the university website.

Specific campuses, satellite locations, or off campus facilities may impose additional rules or restrictions on use of campus roadways and parking lots. Those regulations will be published on the Public Safety Department's website. All vehicle operators are expected to be familiar with and abide by all parking/traffic enforcement policies, including those specific to campus locations they frequent.

All persons utilizing the parking lots and roadways on Davenport University property agree to adhere to these policies, and are responsible for reading and understanding them prior to use.

2.0 PARKING PERMITS

Davenport University requires the display of valid parking permits on all vehicles at all times, unless otherwise authorized by the Public Safety Department pursuant to specific circumstances. Parking permits are issued free of charge, and are renewed annually. Replacement parking permits are available for a fee. In addition, there are free day permits available to campus visitors, and short term visitor parking is available in certain lots. Every vehicle parked on Davenport University property must display a valid permit at all times. Davenport University defines a "vehicle" as a car, truck, SUV, or motorcycle, registered with the Michigan Secretary of State (or other state/province) and legal to operate on public roadways. Off road vehicles, RVs, and trailers (even those registered with the secretary of state) are not permitted on campus. Special consideration may be requested through the Public Safety Department, and will be evaluated on a case by case basis.

Permit holders are only allowed to use Davenport University parking lots while on campus for classes or official business. Use of the parking lots for personal needs is generally prohibited. Special consideration may be requested through the Public Safety Department, and evaluated on a case by case basis. Authorization for personal use will be granted in writing if approved. Each campus may impose additional restrictions on the use of certain spaces or parking lots through written procedures and/or the use of parking control devices. Compliance with these campus specific procedures is mandatory.

2.1 PERMIT TYPES

2.11 Commuter Student Permit

These permits are issued to students who reside off campus.

2.12 Resident Student Permit

These permits are issued to students who reside in the on campus residence halls. Resident students are required to park in designated lots near the residence halls.

2.14 Employee Permit

These permits are issued to all faculty members (including adjunct faculty) and all part-time and full-time staff members. Student employees will be issued either a commuter student, or resident student permit, according to their living arrangements.

2.15 Vendor Permit

These permits are issued to vendors who frequent campus locations. It is also used for vendors who operate unmarked or personal vehicles in support of their work.

2.16 Replacement Permits

Permit holders must request a replacement permit if they lose their original. These requests must be made through the Public Safety Department. A \$25.00 fee will be assessed for each replacement permit and is payable online at parking.davenport.edu.

2.17 Multiple Vehicles

All permit holders are allowed to register multiple vehicles to a permit at no charge. A single hang-tag permit will be issued and may be transferred between registered vehicles. Students and employees may add/delete/modify their registered vehicle information at no charge. Each permit holder is only permitted to have only one vehicle on campus at any given time, regardless of how many vehicles are registered.

2.17A Motorcycles

Students and employees are permitted to operate and park motorcycles on Davenport University property. To qualify as a motorcycle, the vehicle must be registered and legal to operate on the public roadways of Michigan. Motorcycles will be operated as any other motor vehicle, and are not to be operated on sidewalks, lawns, or any other area not authorized for vehicle use. Motorcycles, like other motor vehicles on campus, may not park at bicycle racks for any reason. The motorcycle must be registered to the permit, but the permit is not required to be displayed on it.

2.18 Day Permit

These permits are issued to campus visitors, and allow them to park in any parking lot for the day. These permits may be issued by an employee host, or picked up from the welcome center. Visitor permits are valid for only 1 day. Visitors to the university's residential communities must obtain unique permits as described in provision 2.19 of this policy.

2.19 Housing Visitor Permit

These permits are issued to overnight visitors of resident students, and allow overnight parking. These permits are valid for up to 3 nights, which is the maximum continuous stay for a guest of the residence halls. The resident host must accompany the visitor to the South Hall Front Desk to obtain this permit. If the housing desks are closed, the permit may be issued by a resident assistant. Resident hosts assume responsibility for any parking related fines accumulated by their guests.

2.20 Campus Event Parking

Visitors for public events at Davenport University will not need to obtain a visitor parking permit. Event parking will be occupied first, and then overflow to additional lots as necessary. Signs and traffic control devices may be used to direct event parking to certain locations.

3.0 SPECIAL CONSIDERATIONS

3.1 Disabled Vehicles

If a vehicle becomes disabled while on campus, the owner may request permission to leave the vehicle on campus briefly to arrange repair or removal. This request is made through the Public Safety Department and is subject to the written approval of the Executive Director of Public Safety, or his/her designee. A disabled vehicle may not obstruct any campus parking lot or roadway at any time. No approval period will allow a disabled vehicle to remain on campus for more than 7 days. Vehicles remaining on site after the approval period are subject to enforcement action, up to and including removal at owner's expense.

3.2 Overnight Parking

Overnight parking is only permitted in designated lots. These lots are indicated by signage and/or campus specific maps. Most are strategically located for use by resident students. Resident students will be issued a permit indicating their approval to park in overnight lots. Specific lots are also designated for use by those leaving vehicles while travelling on university business. Those are also indicated by signage and/or campus specific maps. Those travelling on university business, including athletic travel, must notify the Public Safety Department in writing of their travel dates no less than 48 hours in advance. Exigent circumstances may warrant approval with less than 48 hours notice, but such needs must be approved in writing by the Executive Director of Public Safety or his/her designee. That approval must still be made in advance of travel and will be considered on a case by case basis.

3.3 Closure of Parking Lots and Roadways

It may be necessary to place temporary restrictions on the use of parking lots and roadways. These restrictions will be determined by the Public Safety Department, and indicated with signs and/or traffic control devices. When possible, these temporary restrictions will be communicated to affected parties in advance, in order to improve compliance. Every effort will be made to provide alternative arrangements, but compliance with these restrictions is mandatory, regardless of the availability of alternate arrangements.

- **A request for road/parking lot closure may be made in writing through the Public Safety Department. Except for emergency situations, all requests must be received at least 1 week in advance.**

4.0 Parking Offenses

The following parking offenses are enforced at all times, including times when classes are not in session, and/or when the campus is closed. Additionally, all vehicles operating on campus are expected to comply with the Michigan Motor Vehicle Code.

4.1 No Valid/Expired Parking Permit \$25

Any vehicle parked on Davenport University property must display a valid parking permit at all times. This excludes visitors parked in marked visitor only spaces, or vehicles in designated lots during public events.

4.2 Accessibility Parking Only \$75

Vehicles utilizing accessibility only parking spaces, must display a valid accessibility parking permit issued by a state/provincial government. This includes the painted area between spaces used to allow ramp access to accessible vans. **Note: Local law enforcement can and will enforce accessibility parking on Davenport University property. Fines issued by law enforcement agencies are determined by the court of jurisdiction, and may be more or less expensive than those within this policy. Davenport University holds no control over citations issued by the outside law enforcement, and will not intercede on behalf of violators. Violators issued both a university and municipal violation are responsible for both according to applicable policy and/or state law.**

4.3 Obstructing Accessibility Access \$75

Vehicles may not park on any accessibility ramp, or on roadway within 10 feet of any accessibility ramp or access point.

4.4 Obstructing a Fire Lane/Fire Hydrant \$75

Vehicles may not be parked in any fire lane at any time. Fire lanes are marked by a curb painted yellow, or by signs. Additionally, vehicles must respect a 15ft radius around fire hydrants. **Note: Local law enforcement can and will enforce fire lane and fire hydrant violations on Davenport University property. Fines issued by law enforcement agencies are determined by the court of jurisdiction, and may be more or less expensive than those within this policy. Davenport University holds no control over citations issued by outside law enforcement, and will not intercede on behalf of violators. Violators issued both a university and municipal violation are responsible for both according to applicable policy and/or state law.**

4.5 Obstructing a Crosswalk or Sidewalk \$25

Vehicles may not park on any part of the sidewalk or crosswalk at any time.

4.6 Parking in Restricted/Prohibited Area \$25

Vehicles may not park in areas designated as restricted or prohibited. This includes, but is not limited to; service drives used for deliveries or areas designated emergency/service vehicles only.

4.7 Parking in No Parking Zone \$25

Vehicles may not park in areas designated as no parking zones.

4.8 Not in Marked Parking Space \$25

Vehicles may not park in any part of a parking lot that does not contain pavement markings designating the area as a legal parking space.

4.9 Occupying More Than One (1) Parking Space \$25

Vehicles are permitted to parking in 1 space at any given time. Vehicles will not park in a way that obstructs the use of surrounding parking spaces

4.10 Overnight Parking (Between 2 AM and 5 AM) \$25

Vehicles may only park in lots designated for overnight parking, and only within the parameters of section 3.2 of this policy. Vehicles parked outside designated overnight lots between 2:00 AM and 5:00 AM, or those in violation of Section 3.2, will be subject to fines under this provision.

4.11 Blocking Roadway or Access Point \$25

Vehicles may not stop, stand, or park on any campus roadway, block any parking lot access, or impede the entry/exit of any building.

4.12 Disregard of Parking Control Sign/Device \$25

Vehicles parked on campus must comply with all parking control signs at all times. This includes pavement markings, as well as signs indicating permit only parking, limited-time parking, and any other sign regulating use of a lot or space. This also includes the use of barricades, traffic cones, or other device to restrict use. **This provision excludes fire lane/hydrant violations, and accessibility permit parking, which are covered by other provisions.**

4.13 Use of Vehicle Not Permitted on Property \$25

Use of an off-road vehicle, RV, snowmobile, ATV, or any trailer, is prohibited on Davenport University property without prior written permission for the Public Safety Department.

4.14 Vehicle Parked On Landscaping/Sidewalk \$25

Parking is not permitted on any area not designated for parking or vehicle traffic.

4.15 Parking for Personal Use \$25

Parking on Davenport University property is restricted to official business only. This includes attendance in academic or work related functions, or participation in on-campus events. Any person wishing to park a vehicle on campus at any time for reasons other than official business, must obtain prior written authorization from the Executive Director of Public Safety or his/her designee.

4.16 Abuse of Parking Permits/Privileges \$25

Any permit holder who knowingly obtains the incorrect parking permit, uses day permits in lieu of purchasing a replacement permit, shares a parking permit with another user, or in any way attempts to circumvent the provisions of this policy is in violation of this section.

4.17 Abandoned Vehicle \$25/Day + Tow Fees

Any vehicle abandoned on campus will be marked as abandoned/disabled. This begins a 72 hour deadline before the vehicle is towed from campus, at the owner's expense. An effort will be made to compare any permit or license plate information to records in order to identify the owner. This effort is limited to a record check and single email notification, if possible. The university is not responsible for any inability to establish contact with a vehicle owner. If the owner is not located, or does not take action to remove the vehicle or bring it into compliance, the vehicle will be towed at owner's expense when the deadline lapses. Inability to determine the owner, or inability to establish contact, does not affect the 72 hour timeline.

4.18 Disabled Vehicle \$25/Day + Tow Fees

Any vehicle determined to be disabled will be marked as abandoned/disabled. This begins a 72 hour deadline before the vehicle is towed from campus at the owner's expense. An effort will be made to compare any permit or license plate information to records in order to identify the owner. This effort is limited to a record check, and single email notification, if possible. The university is not responsible for any inability to establish contact with a vehicle owner. If the owner is not located, or does not take action to remove the vehicle or bring it into compliance, the vehicle will be towed at owner's expense when the deadline lapses. Inability to determine the owner, or inability to establish contact, does not affect the 72 hour timeline.

It is possible for an owner to obtain consideration under Section 3.1 of this policy to avoid a tow. In order to encourage proactive communication from vehicle owners, the 7 day limit mentioned in that policy begins when the vehicle is first marked as abandoned/disabled. Additionally, the owner will be subject to any daily fines issued prior to the approval of any such arrangement.

5.0 Traffic Violations

The following offenses are enforced at all times, including times when classes are not in session, and/or when the campus is closed. Public Safety Officers will attempt to identify violators of these provisions, and issue violations accordingly. If possible, contact will be made in person at the time of the offense. However, if Public Safety Officers are not able to contact a violator due to safety concerns, the violator will be issued violations using alternative methods. Additionally, all vehicles operating on campus are expected to comply with the Michigan Motor Vehicle Code.

5.1 Excessive Speed \$25

The maximum allowable speed on campus is 15mph. Public Safety Officers will determine excessive speed using reasonable perception and discretion.

5.2 Reckless Driving \$50

Operating a vehicle with disregard for the safety of other people, or possible damage to property is considered reckless driving. Public Safety Officers will determine reckless driving using reasonable perception and discretion.

5.3 Disregard Traffic Control Sign or Device \$25

Vehicles are required to abide by all traffic signs and devices, including but not limited to: stop signs, yield signs, barricades, road flares, etc.

5.4 Operating Vehicle Off the Roadway _____ \$50

At no time will a vehicle be operated anywhere other than designated roadways and parking lots. This includes but is not limited to sidewalks, lawns, and athletic fields.

5.5 Failure to Report Vehicle Accident _____ \$75

All vehicle accidents occurring on campus roadways and in campus parking lots must be immediately reported to the Public Safety Department.

6.0 Additional Enforcement Actions

Davenport University may take enforcement actions in addition to, or instead of the aforementioned fines. These actions may be utilized when violations jeopardize the safety of the campus community, impede the flow of traffic, in response to repeat offenders, or in to address serious violations on campus.

6.1 Referral for Disciplinary Action _____ \$N/A

Any violator who accumulates more than \$200 in violations (whether paid or unpaid) in a single academic year, will be subject to a referral for disciplinary action. Employees will be referred to Human Resources, and students will be referred to the Center for Campus Life. Sanctions imposed by these entities do not in any way affect the responsibility of the violator to pay the associated fines.

6.2 Revocation of Parking Privileges _____ \$N/A

Any violator who accumulates more than \$400 in violations (whether paid or unpaid) in a single academic year, will be subject to a second referral for disciplinary action. Employees will be referred to Human Resources, and students will be referred to the Center for Campus Life. Sanctions imposed by these entities do not in any way affect the responsibility of the violator to pay the associated fines.

In addition to the disciplinary referral, these violators will be forwarded to the Traffic/Parking Appeal Committee for review. The Traffic/Parking Appeal Committee will evaluate the circumstances of the violator's pattern of conduct, and may choose to revoke the parking privileges of that violator for the duration of the current academic year. This determination is in addition to any sanctions imposed by Human Resources or the Center for Campus Life.

6.3 Towing of Vehicles

\$200 (In addition to tow company costs)

Vehicles may be towed under the following circumstances:

- Vehicle remains on campus in violation of section 4.17 or 4.18 of this policy after the 72 hour deadline
- Vehicle is blocking a roadway, parking lot, access point, building entrance, or fire lane/hydrant, in a way that presents a traffic flow or safety hazard as determined by the Public Safety Department
- Vehicle remains in a closed parking lot, resulting in a negative impact on university operations. An effort will be made to contact the owner to move the vehicle, but ultimate responsibility rests with the owner, not the university.
- Vehicle is subject to over \$200 in unpaid violations
- Vehicle is registered to a person whose parking privileges were revoked by the Traffic/Parking Appeal Committee in accordance with this policy.

Davenport University reserves the right to tow vehicles under the above provisions with or without notifying the registered owner. Further, Davenport University assumes no responsibility for costs assessed by the towing company, or damages resulting from the towing process. The fine will be assessed immediately upon the tow company being contacted. If the owner/operator returns to the vehicle during the tow process, they will also be required to compensate the tow company according to that company's policies as expressed by the tow truck operator. Davenport University will not cover these costs, or intercede on behalf of permit holders with regard to tow company costs.

7.0 Payment of Traffic/Parking Violations

All traffic and parking violations will be paid electronically through the online payment system. If necessary, the Public Safety Department will provide a computer for the purpose of completing the payment transaction. At no time will Public Safety Officers accept any payment by check or cash. Instructions will be provided upon request to those requiring assistance.

Payment is required within 30 days of a violation, unless appealed. If a violation is appealed, the violator will not be required to pay until that appeal is decided. If the violation is upheld on appeal, the violator will have 30 days to pay the violation following that decision.

Violations left unpaid after 90 days will be sent to the Bursar's Officer (Students) for inclusion on the student account, or to Human Resources (Employees) for follow-up. Those placed on a student account will be marked as "charged to student account" and will no longer be subject to payment using the online system.

8.0 Appeal of Traffic/Parking Fines

Any person issued a traffic/parking violation may appeal the fine in writing to the Traffic/Parking Appeal Committee at duparking@Davenport.edu. The appeal must be received within 14 days of the violation for consideration. Requests for appeal will not be granted after this date, and the violator will be responsible for payment. After being notified of a request for appeal, the issuing officer will have 7 days to submit documentation to the committee for consideration of the appeal request. The committee will meet monthly as needed to consider all appeals. All decisions made by the committee are final, and appellants will be notified of the decision in writing. Neither the appellant nor the issuing officer is expected to attend the committee meetings, and consideration will be given only to the documentation provided pursuant the deadlines above.

Any person whose parking privileges are revoked by the appeal committee may appeal the decision to the committee in writing within 14 days of being notified of the revocation. Parking privileges will remain revoked, regardless of circumstance, until the appeal is considered. If privileges are reinstated, the violator will be required to strictly adhere to all provisions of this policy for the duration of the academic year, or will face revocation again. No violator will be able to appeal a second revocation for any reason within the same academic year. Additionally, the Traffic/Parking Appeal Committee's decision on all revocation matters is final, and not subject to further appeal.

8.1 Traffic/Parking Appeal Committee Members

The committee will be chaired by the Director of Public Safety, or designee. The chair holds no voting authority, and is expected to remain neutral in the deliberation process, speaking only to clarify procedural questions relating to traffic/parking enforcement. The chair is responsible for scheduling meetings, and compiling all necessary documentation for the committee. The committee will be comprised of the following voting members

- Representative from Student Affairs
- Representative from Academic Services
- Representative from Human Resources
- Student Representative from Student Government

9.0 Modifications

Davenport University reserves the right to modify this policy at any time, with or without notice. Revisions will be made at the discretion of the Executive Director of Public Safety. The current version of the policy will be published on the Davenport University web site and be made available for review at the Public Safety Department Office upon request.