



**GSW Public
Safety
Parking Manual
for Faculty/Staff**

Registering Your Vehicle

In order to register your vehicle you need to come to the Public Safety Office located in the Nicholas Smarr & Jody Smith Memorial Building with your Faculty/Staff ID and tag number of the vehicle you plan to register. This is the only way your vehicle can be registered.

Please pay attention to the expiration date on your decal so you will know when it expires, thus avoiding a future citation.

There is a registration form that you will need to complete in order to receive your decal.

Prices

You are allowed two free decals for the Academic Year. If you need more than two, you will be charged the cost of a decal for that semester.

Fall: \$18.00

Spring: \$10.00

Summer: \$7.00

\$2.00 for a replacement decal. Replacement means that you will no longer drive the vehicle that you initially registered and the cost will be \$2.00.

**WE DISCOURAGE YOU FROM GIVING YOUR
FACULTY/STAFF DECAL TO ANY STUDENTS HERE
ON CAMPUS.**

Decal Display

Decals are to be adhered to your vehicle on the OUTSIDE of the LOWER LEFT (driver's side) corner of the back windshield in order to avoid receiving a citation. *DO NOT TAPE THE DECAL TO THE INSIDE.* You CANNOT switch your decal from one vehicle to the next.

If you have a soft or removable top (i.e., jeep, convertible with a soft top), you can place your decal on the lower left bumper of your vehicle.

If the vehicle has a tool box affixed to it, place the decal on the left side of the back windshield just above the toolbox. Please ensure the entire decal is visible in order to avoid a citation.

Temporary Passes

These are available to visitors and faculty/staff members that bring a vehicle on campus for less than two weeks if the registered vehicle is inoperable. You are allowed three free temporary passes per semester; after this, you will be charged for a decal for that vehicle. Temporary passes are to be displayed on the vehicle's front dashboard where the lettering can be seen facing out.

If you have a friend/family member that will be visiting the campus, please have them come by the Nicholas Smarr & Jody Smith Memorial Building with their driver's license and tag number so that they are issued a temporary pass.

Vehicle

If your tag number changes during the semester, please come by Public Safety so that we can update your information.

PARKING RULES

Park only in your zone. If all the Faculty parking spaces are occupied, you are allowed to park in other designated Faculty zones in other lots .

Do not create parking spaces, park on curb, park in handicapped (unless you have a handicapped placard or handicapped tag), or park near fire hydrants or in no parking zones.

Do not park in Visitor's parking spaces or Hall Director parking spaces. They are marked and enforced 24 hours a day.

You can park your vehicle in Open Zone IF you have a decal or temporary decal for that vehicle. If not, that vehicle will be ticketed.

BOOT: After receiving three citations on a vehicle that has not been registered, the vehicle will be booted and there is a \$50.00 service fee to remove the boot. You must come in and register your vehicle (bring you GSW ID), and we will remove the boot. The citation and boot fee will be added to your account.

OPEN ZONES: All visitors are welcome to park here with a GSW temporary/visitor's pass.

CITATIONS

All parking citations are \$25.00 each.