

GSW Parking Policies

I. GENERAL

- A.** These regulations are established by the Administration of Georgia Southwestern State University which holds ultimate authority for administering and enforcing traffic and parking regulations on the Georgia Southwestern State University Campus. The Administration reserves authority to make changes as needed in parking areas, traffic flow patterns and such other changes as traffic conditions warrant. Prior notification of such changes (except on an emergency basis) will be made to the University Community.
- B.** These regulations shall be in effect in all areas of the Georgia Southwestern State University Campus. They are intended only to supplement the State of Georgia Vehicle Laws, all provisions of which apply to the campus. "Motor Vehicle" includes every vehicle that is self- propelled.
- C.** The purpose of these regulations is to facilitate the safe and orderly conduct of University business and to provide parking facilities in support of this function within the limits of available space.
- D.** Students are required to observe these regulations as a condition of attendance at the University; faculty and staff members are required to observe them as a condition of employment.
- E.** Public Safety is responsible for implementation and enforcement of these regulations, as well as placement and maintenance of traffic control devices. Public Safety officers are State Law Enforcement Officers.
- F.** The University shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on the Georgia Southwestern State University Campus.

PUBLIC SAFETY

(229) 931-2245

Vehicle Registration

WHO MUST REGISTER THEIR VEHICLE?

Each student (including full-time, part-time, auditors, evening, summer, graduate, and special) taking courses; and each member of the faculty, staff, and administration of Georgia Southwestern State University must register any motor driven vehicle operated on campus. **A period of five class days is allowed at the start of each semester for decals to be picked up and displayed.** At other times vehicles must be registered on the first class day they are operated on campus.

TO REGISTER A MOTOR VEHICLE

Vehicles may be registered during the official day of registration at the beginning of each semester online at <https://portal.permitsales.net/driverportal/GeorgiaSWU/>. The vehicle make, model, color, year, and license plate number are required in order to properly register a vehicle.

NOTE: Decals are non-transferable and must be removed before sale of vehicle. If at any time during the semester a vehicle's license plate number changes, it is the responsibility of the owner/operator to contact Public Safety and have the updated information recorded.

VEHICLE IDENTIFICATION

A. Student Vehicles

1. All students operating a motor vehicle on campus shall be issued a Vehicle Parking Permit which is valid for the current academic year (Aug. 1st –July 31st).
2. A fee of \$25.00 per vehicle is assessed for decals issued during the Fall Semester. The fees are charged per semester for subsequent decals are as follows:

Spring Semester	\$25.00
Summer Term	\$25.00
Replacement Decals	\$25.00

The decals are valid for the remainder of the academic year after issue date. All decals expire at the end of summer term.

3. In order for a vehicle to be properly registered, the current parking fees must be paid and a **current Vehicle Identification Decal/Parking Permit must be attached to and displayed on the outside of the lower left corner (driver's side) of the rear window. DO NOT TAPE THE DECAL TO THE INSIDE. You cannot switch the decal from one vehicle to another, as they are specifically assigned. If the vehicle has a soft or removable top (i.e., Jeep, convertible, camper shell), place the decal on the lower left portion of the back bumper. If the vehicle has a toolbox affixed to it, place the decal on the left side (driver's side) of the**

back windshield just above the toolbox. Please ensure the entire decal is visible in order to avoid a citation.

4. Student parking permits allow the operator to park only in the specified zone during hours of **7:00 a.m. and 11:00 p.m. daily** during scheduled classes and examinations.
 5. Temporary permits will be issued at no charge when a registered vehicle is out of order and another vehicle must be used for a period of time not to exceed fourteen (14) days. (Limit of three (3) per person per semester).
 6. The registration of motor homes, campers and recreational type vehicles is prohibited. Only temporary permits will be issued to vehicles of this type, pending the approval of the Director of Public Safety.
- B. Persons with ambulatory handicaps, either permanent or temporary, having a motor vehicle properly registered may obtain special parking permits from Public Safety with proper documentation from the GSW Health Clinic or a personal physician.
- C. Temporary and handicap permits shall be displayed in full view at all times.
- D. Exceptions:
1. Education majors who are student teaching and living off campus are exempt from vehicle registration requirement for the semester in which they are student teaching. However, any citation received must be responded to and the recipient's status as to student teaching verified.
 2. Persons enrolled in Continuing Education programs only, are exempt from the vehicle registration requirement.
- E. Faculty/Staff vehicles
1. Faculty/Staff decals are issued at the Public Safety Office. LIMIT of two free decals per person, any additional decal(s) must be purchased at the regular price listed above.
 2. **Decals must be attached to and displayed on the outside of the lower left corner (driver's side) of the rear window. DO NOT TAPE THE DECAL TO THE INSIDE. You cannot switch the decal from one vehicle to another, as they are specifically assigned. If the vehicle has a soft or removable top (i.e., Jeep, convertible, camper shell), place the decal on the lower left portion of the back bumper. If the vehicle has a toolbox affixed to it, place the decal on the left side (driver's side) of the back windshield just above the toolbox. Please ensure the entire decal is visible in order to avoid a citation.**

PARKING: GENERAL

- A. Generally, the location for parking a motor vehicle on campus lots will be authorized according to the alphabetical zone letter validated on the Parking Decal. However, any properly registered vehicles may be parked in any designated parking area during **non-restricted hours (11 pm until 7 am)**. Exceptions: Residence Hall Director spaces, Service Vehicle spaces, designated "Handicap" spaces, designated no parking areas, or along any yellow curb.

- B. Parking in front of Duncan Hall and along the yellow curb in front of Pines dormitory is prohibited. Students and visitors calling on residents of Pines shall park in the appropriate parking lot.
- C. Parking on all campus lots shall be **within marked spaces**. Parking in center lanes of parking lots or on entrance/exits of drives in any parking lot is prohibited and may result in a citation being issued.
- D. Stopping on thoroughfares and/or parking at yellow curbs (**anywhere**), service and delivery zones, entranceways, or lawns and athletic fields is prohibited.
- E. Parking zones for various permit types are designated on the GSW campus map.
- F. “Handicap” parking spaces (blue areas) are restricted to the use of those persons who have documented mobility limitations. This documentation must be verified through the GSW Health Clinic or personal physician.

NOTE: It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient space or time restraints are not considered valid excuses for violation of any parking regulations. Rain or inclement weather will not alter any of the provisions of these regulations.

PARKING: FACULTY/STAFF

- A. All faculty/staff registrants shall park in area designated as faculty/staff parking or in all zone parking areas. Faculty parking in student areas is prohibited.
- B. The following faculty/staff areas are restricted:
 - Rear of Cafeteria - Food Service personnel only
 - Rear of Bookstore - Bookstore, Post Office, Java City and Business Office Personnel only
 - Side and Rear of Library - Library Staff only
 - Chick-Fil-A – Visitors only (no GSW decals are allowed to park in this area)

PARKING: STUDENTS

- A. All students who reside in residence halls on campus are considered on-campus students. All regular daytime students and evening students who commute are considered off-campus students.
- B. Zone X parking is designated for all off-campus/commuter students.
- C. Zone B parking is designated for all on-campus/residential students.
- D. Ambulatory students who have their motor vehicle properly registered and who have secured a “handicap” permit may park their vehicle in their designated parking lot, but not in a “handicap” space (blue). Violation may result in a citation being issued.
- E. The parking lot on the south side of the James Earl Carter Library has some spaces designated as faculty/staff parking only. The remainder of the parking lot is open to all zones, faculty and staff. **PARKING ON YELLOW CURB & YELLOW SPACES BEHIND LIBRARY IS PROHIBITED.**
- F. Parking on Perimeter Road or GSW Drive is prohibited at all times.
- G. Students having business in the Administration building should park in the Student Success Center parking lot.

PARKING: VISITORS

- A. Visitors are persons not connected with the campus who occasionally have business or other reasons to be on campus.
- B. Visitor parking spaces are provided in front of the Administration building and also in front of the Education building, both areas are marked and designated as such.
- C. Visitors on campus shall register their vehicle at the Nicholas Smarr & Jody Smith Memorial Building at no charge and shall park their vehicles in areas designated by Public Safety.

PARKING: GEORGIA SOUTHWESTERN OWNED/SERVICE VEHICLES

- A. GSW service and contract service vehicles are to park in compliance with these regulations. Exceptions must be approved by the Director of Public Safety.
- B. GSW vehicles are not given special privileges. They are to be parked in areas approved in this document in accordance with the office of the facility that uses them.

VEHICLE OPERATION

- A. All persons operating a vehicle on university property shall be properly licensed operators.
- B. Pedestrians have the right-of-way on campus except where traffic is regulated by Public Safety Officers. Extreme caution must be exercised in the vicinity of the College of Education Pre-K area.
- C. Under normal conditions, the maximum speed limit on campus is 20 M.P.H. However, vehicles may NOT be operated at any speed which is excessive for the conditions which may exist as a result of weather, traffic congestion, pedestrians, etc.
- D. Traffic control signs, devices and directions of Public Safety Officers shall be obeyed at all times.
- E. All persons operating vehicles are responsible for maintaining control of the vehicle, safe operation and observance of traffic control signs, barriers and devices.
- F. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
- G. Identification Cards and Valid Driver's Licenses shall be presented upon request by Public Safety Personnel.
- H. All accidents occurring on campus shall be reported at the Public Safety Office immediately and before the vehicle(s) are moved unless such vehicle(s) would impede emergency vehicles.

Violations and Penalties

VIOLATIONS AND PENALTIES

The person to whom a vehicle is registered is held fully responsible for any violation involving the vehicle, even if another person was using the vehicle at the time of the violation. **A ticket is not excused on the plea that another person was driving the vehicle.**

A. VEHICLE PARKING VIOLATION

Fines for violations listed below are as follows: **The fine for a parking ticket is \$25.00 per citation.** Violations run consecutively throughout the academic year and do not start anew at the beginning of each semester.

1. Parking in no parking space, loading zone, yellow curb, reserved spaces, or on grass.
2. Parking in the fire lane, blocking or obstructing traffic, street, sidewalk, fire hydrant, blocking a building entrance or exit or blocking another vehicle.
3. Parking in handicap space (unless properly registered and displayed), blocking entrance or exit at a handicap space.
4. Parking zone violations
5. Parking in any area that isn't designated as a valid parking space.

B. VEHICLE MOVING VIOLATION

All moving violations will be cited under the Uniform Traffic Code of Georgia or local City Ordinance AND will be adjudicated through State Court of Sumter County or the local Municipal Court.

Enforcement and Appeals

ENFORCEMENT

- A. University violation citations should be responded to at either the Nicholas Smarr & Jody Smith Memorial Building or at Student Accounts (inside Canes Central).
- B. Payment of cash or check for a violation can be made at Public Safety while payment with a debit/credit card must be made to Student Accounts located in Canes Central. Payment may also be made online at <https://portal.permitsales.net/driverportal/GeorgiaSWU/>. Citation appeals are ONLY accepted if filed online at the same website link listed above. Appeals must be entered within 3 days of the issue date and time of the citation (including weekends and holidays). Failure to file an appeal within 3 days will result in the citation being locked and therefore cannot be appealed and therefore must be paid.
- C. Failure to comply with the above stated procedures forfeits all rights of appeal and the penalty or failure to respond shall result in a hold being placed on the offenders account and must be paid before the end of the semester.

- D. Flagrant violators' vehicles are subject to immobilization. (Flagrant violators are persons who accrue repeat violations and fail to respond to citations and/or letters of notification.) Vehicles that are parked in a manner that creates a traffic hazard, inconvenience or nuisance are also subject to immobilization.
1. Vehicles will be immobilized by placing a restraining device/boot on a wheel of the vehicle. Any attempt to move a vehicle which has been immobilized/booted may result in damage to the vehicle. The operator will be notified of his vehicle's immobilization by the placing of conspicuous notices on the windshield and left front window of the vehicle. A boot processing fee of \$50.00 will be enforced in addition to the citation/offense fee.
 2. Georgia Southwestern State University is not responsible for any type of damage incurred as a result of attempting to operate a vehicle that has been immobilized. Operators/owners are liable for any and all damage(s) done to a vehicle as a result of any forceful or illegal removal or attempted removal of the device.
 3. The operator of a vehicle that has been immobilized/booted must report to the Nicholas Smarr & Jody Smith Memorial Building and arrange for removal of the device.
 4. Delinquent student fines will be handled the same way as any other fee or payment due at the University.
 5. Delinquent faculty or staff fines will be handled the same as any other fee or payment due at the University.

E. TOWING POLICY

1. Certain areas on campus are designated as tow-away zones. These areas include, but are not limited to, any place along Perimeter Road or GSW Drive, in front of Duncan Hall, the access street from Perimeter Road to Marshall Student Center (including the circle) in front of Jordan Hall, the area immediately in front of the lobby entrance to any dormitory, the service street to the rear of the James Earl Carter Library, or any other area that is clearly designated as a tow-away zone.
2. Vehicles parked in the indicated areas will be towed at the owner/operator's expense. The owner/operator must make arrangements with Public Safety and obtain a release form. The release form must then be presented to the towing company before the vehicle will be surrendered. The tow fee and applicable storage fee(s) must be paid directly to the towing company. These fees are in addition to the Public Safety citation fine(s) which is paid directly to the GSW Public Safety Office.
3. In addition, vehicles issued 3 or more citations for any violation listed above to which there has been no response from the operator to the Public Safety Office are subject to be booted with payment of the \$50 boot processing fee to be the responsibility of the owner/operator.

APPEALS

- A. Appeals from traffic citations MUST be entered within three (3) days, including weekends and holidays, of the date and time of issuance of the citation online at <https://portal.permitsales.net/driverportal/GeorgiaSWU/>. In general, such circumstances as

ignorance of the law, inability to find a proper parking space, time restraints, or financial hardships caused by fines will not constitute a sufficient basis for the approval of an appeal.

- B. Students have the option of appearing in person (with or without a witness) before the Student Government Judiciary Board at the specified date and time the appeal is to be decided. Anyone wishing to appear before the Judiciary Board must make note of such desire in the body of their appeal narrative.
- C. All faculty, staff, students, contract employees, and visitors must file a citation appeal within three (3) days, including weekends and holidays, of the date and time of receiving the citation. Failure to file an appeal within this specified time frame, the owner/operator forfeits all rights of appeal.

RESTRICTIONS

- A. Campus streets or grounds may not be used by any firm or corporation of persons for commercial or advertising purpose without proper authorization.
- B. Excessive noises by musical instruments, loudspeakers, vehicle radios, faulty mufflers or muffler cut outs are prohibited on campus.

SPECIAL OCCASIONS

- A. On special occasions (i.e. sporting events, concerts, graduation, etc.) emergency parking and traffic limitations may be imposed by the Public Safety Department as required by the conditions that prevail.
- B. Students, faculty and staff using the University lake recreation area will park in the parking lot provided; any overflow vehicles must use the parking facilities on main campus. It is expressly prohibited for any vehicle to park on Perimeter Road at any time!

ESCORTS

Campus escorts are available 24 hours a day, 7 days a week through the Department of Public Safety. For escort service contact Public Safety at (229) 931-2245.

NOTE: Exceptions to any of the rules and regulations listed above must be approved by the Director of Public Safety