

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), park near fire hydrants, or in No Parking zones. Enforced day & night!
- Do not park in Visitor's or Hall Director parking spaces. These are clearly labeled as such! Enforced day & night!
- You can park your vehicle in an Open Zone IF you have a valid decal or valid temporary decal for that vehicle. If not, that vehicle will be ticketed.
- BOOT: After receiving three or more citations on a vehicle that remain unpaid, the vehicle will be booted. There is a \$50.00 service fee to remove the boot. In order to have the boot removed, you must come by Public Safety with your GSW ID and pay the fees and we will remove the boot. Any unpaid fees and/or citations will be added to your account and payment must be made in full in order to remove the hold.

OPEN ZONES: IN ORDER TO PARK IN AN OPEN ZONE, THE VEHICLE MUST HAVE A VALID GSW ISSUED DECAL. EVERY VEHICLE THAT IS PARKED ON GSW PROPERTY MUST HAVE A PARKING DECAL/PERMIT.

Citations

- Standard parking citations are \$25 each. The fine for illegally parking in a handicap space is \$75.

Appeals

- If you receive a citation, you have the right to appeal the citation within three days (including weekends & holidays) of the date and time of receiving it. Appeals are done online at <https://portal.permitsales.net/driverportal/GeorgiaSWU/>.
- All appeals are handled by the Student Judiciary Board. Once you complete the appeal, it will be sent to the Board and they will make a judicial decision on your appeal. If you wish to appear before the Board when your appeal is reviewed, make your wish known in the narrative of the citation appeal.



GSW Public Safety
Parking Information
for Faculty/Staff

Registering Your Vehicle

All vehicle registrations are done online. The website is <https://portal.permitsales.net/driverportal/GeorgiaSWU/>; follow the steps and complete the registration process. When your order has been confirmed, you will need to go to the Nicholas Smarr & Jody Smith Memorial Building, with your GSW student ID, in order to receive your decal.

Please pay attention to the expiration date on your decal so you will know when it expires. Ensuring that your parking decal is current, will prevent a citation.

Parking Decal Prices

- All Faculty/Staff members are allowed two free decals for the Academic year. If you need more than two, you can purchase as many as needed.

Fall Semester: \$25.00
Spring Semester: \$25.00
Summer Semester: \$25.00

- Replacement decal \$25.00 (any semester)
Replacement means that you are no longer driving the vehicle that you initially registered.

**WE DISCOURAGE YOU FROM GIVING YOUR
FACULTY/STAFF DECAL TO A STUDENT.**

Decal Display

Decals are to be adhered to your vehicle on 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 another. If you have a vehicle with a soft or removable top (i.e., Jeep or convertible), 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, students, and faculty/staff that will be bringing a vehicle on campus in case your registered vehicle is inoperable. You are allowed 3 free temporary passes for 2 week intervals. 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 to come by the Nicholas Smarr & Jody Smith Memorial Building with their Driver's License and vehicle tag number in order to obtain a temporary parking pass.

Vehicle

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