

## Policy BS04 STUDENT PARKING RULES AND REGULATIONS

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### PURPOSE:

To state University policy regarding student vehicle parking and traffic regulations.

### SCOPE:

All provisions of the Vehicle Code of the Commonwealth of Pennsylvania, and as supplemented by University Regulations, will be enforced on the University Park Campus, and all non-University park locations. All vehicles to be registered must have current registration and the applicant must possess a valid operator's license.

All undergraduate, provisional, non-degree and graduate students (residing on and off campus), including holders of graduate assistantships, fellowships and graduate scholarships, who maintain a motor vehicle on any University property, must register their motor vehicle(s) with the campus Business Office, or the Security Desk. Motor vehicles are defined as automobiles, motorcycles, motor bikes, and motor scooters (excepting "mopeds," which can be considered as bicycles under these regulations).

The permit is issued at no charge. Parking is authorized in all lots unless space is marked for another purpose or reserved for special events.

Parking regulations for students shall be in effect at all times, 24 hours a day, 7 days a week, to include the final examination periods, semester breaks and holiday recesses, unless otherwise publicly announced.

## **OWNERSHIP:**

Vehicles registered with the University by a student must be owned by either the registrant or a member of his/her immediate family.

A vehicle owned or operated by either a husband or wife, either of whom are students but not university employees, will be considered a "student vehicle." Any violations resulting will be charged as a "student violation."

Any vehicle parked on campus shall be parked at the risk of the owner. The university assumes no liability.

All vehicles must be parked between two white lines designating a legal parking space. Any vehicle not parked in a designated space is subject to ticketing and/or towing at the owner's expense. Any parked vehicle obstructing roadways, designated handicap spaces, wheelchair ramp laydown areas, or hindering or damaging university operations or property is subject to towing at the owner's expense

## **REGISTRATION AND FEE SCHEDULE:**

The non-transferable permit must be displayed whenever the vehicle is parked on campus. Parking privileges are only authorized for the individual to whom the permit is issued. The permit may not be used by other family members or friends.

- Motorcycles - Permits should be affixed to the right front fork just above the axle. Serial number should run vertically and be plainly visible.
- Cars/Trucks/Vans - Hang permit from interior rearview mirror, facing forward. The permit must be easily visible from outside the vehicle.
- Recreational Vehicles/Trailers - Parking is not permitted on campus at any time.

The parking fee schedules and penalties for parking violations established by the university are available at the campus Business Offices or other offices designated for that purpose.

### **All penalties must be paid by check or cash.**

The penalty rates are as follows:

Wrong Area - \$10.00

Loading Zone - \$10.00

Reserved Space - \$10.00

Handicap Space - \$35.00

Roadway - \$15.00

Unregistered Vehicle - \$15.00

No Parking Area - \$10.00

Permit Not Displayed - \$15.00

Reckless Driving - \$35.00

Parking Outside Lines or Double Parking or on grass - \$10.00

In the event that the designated permit is lost or stolen, the permit holder must meet with the Director of Business/Finance or the Assistant to the Director and complete a Lost Permit Form. A \$5.00 processing fee is assessed for the replacement permit. If the lost permit is found and returned to the Parking Office, the permit holder will receive a full refund of \$5.00

***NOTE: Parking fees and penalties collected are transferred to the Student Government Association twice annually less expenses incurred for parking management process.***

## **REQUIRED NOTIFICATIONS:**

Changes of address or license plates must be reported to the campus Business Office, or other designated office for that purpose within 72 hours of such changes.

When a registered vehicle is exchanged or sold, the person in whose name the vehicle is registered is responsible for the removal of the permit from the vehicle. Violations issued against vehicles from which the old permit has not been removed shall be charged against the original registrant of the vehicle.

All traffic accidents **MUST** be reported to the campus Business Office and/or local police.

At Penn State New Kensington questions concerning procedures or interpretation of parking rules and regulations should be referred to the campus Business Office or Security Desk.

## PARKING LOT CLASSIFICATIONS:



## VISITORS:

The university has established specific parking areas or spaces for visitors to the University. Regulations regarding visitor parking are available at the campus Business Offices, or online at <http://www.nk.psu.edu/Information/Safety/parking.htm>. Visitor passes are available through the department you are visiting or in the Business Office.

Students and employees of any Penn State location or campus are not permitted to park in designated visitor parking areas.

The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the motor vehicle outside a prescribed parking space.

## **MEDICAL ACCOMMODATIONS:**

Persons with temporary disabilities may apply for special accommodations through the campus Business Office. A written document from the physician is required that includes the length of impairment. Accommodations or assistance does not ensure closer parking to specific buildings.

## **EMERGENCIES:**

When a vehicle has been properly registered with a valid parking permit, and a substitute vehicle has been brought to campus for EMERGENCY reasons (and the vehicle is not currently registered), a temporary parking pass may be issued in the campus Business Office.

In other emergency situations, the emergency flashers or headlamps must be operating. Use of emergency flashers for short-term parking is not valid at any time.

In the event that a vehicle becomes disabled, the permit holder must notify the campus Business Office, 724-334-6022 or the Security Desk, 724-334-6120, providing the permit holder's name, the vehicle's license plate number, and location. A grace period of up to 12 hours may be allowed. Notes left on a vehicle to the effect that the vehicle is mechanically disabled will be given no consideration by enforcement personnel. Vehicles not properly reported to the campus Business Office and/or Security Desk may be towed at the owner's expense.

## **PENALTIES:**

If payment is not received within 5 days a registration and transcript hold is placed on the student account. Two follow-up letters are mailed after 30 days & 60 days if no action is taken the matter will be referred to Judicial Affairs at the discretion of the parking committee.

## **APPEAL PROCEDURES:**

Parking violations may be appealed by completing an appeal form at the campus Business Office. The face value of the ticket is required to be paid upon appealing all tickets. The Parking Office will submit the appeal to the appropriate appeals committee and notify the permit holder of the committee's decision via email, if the appeal is approved a refund will be processed.

*NOTE: The ticket history (if any) of the permit holder will be attached to the appeals form for the committee's consideration in the case of repeat offenders. The committee's decision is final. In order to be considered, an appeal must be made within seven (7) calendar days of the violation.*

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