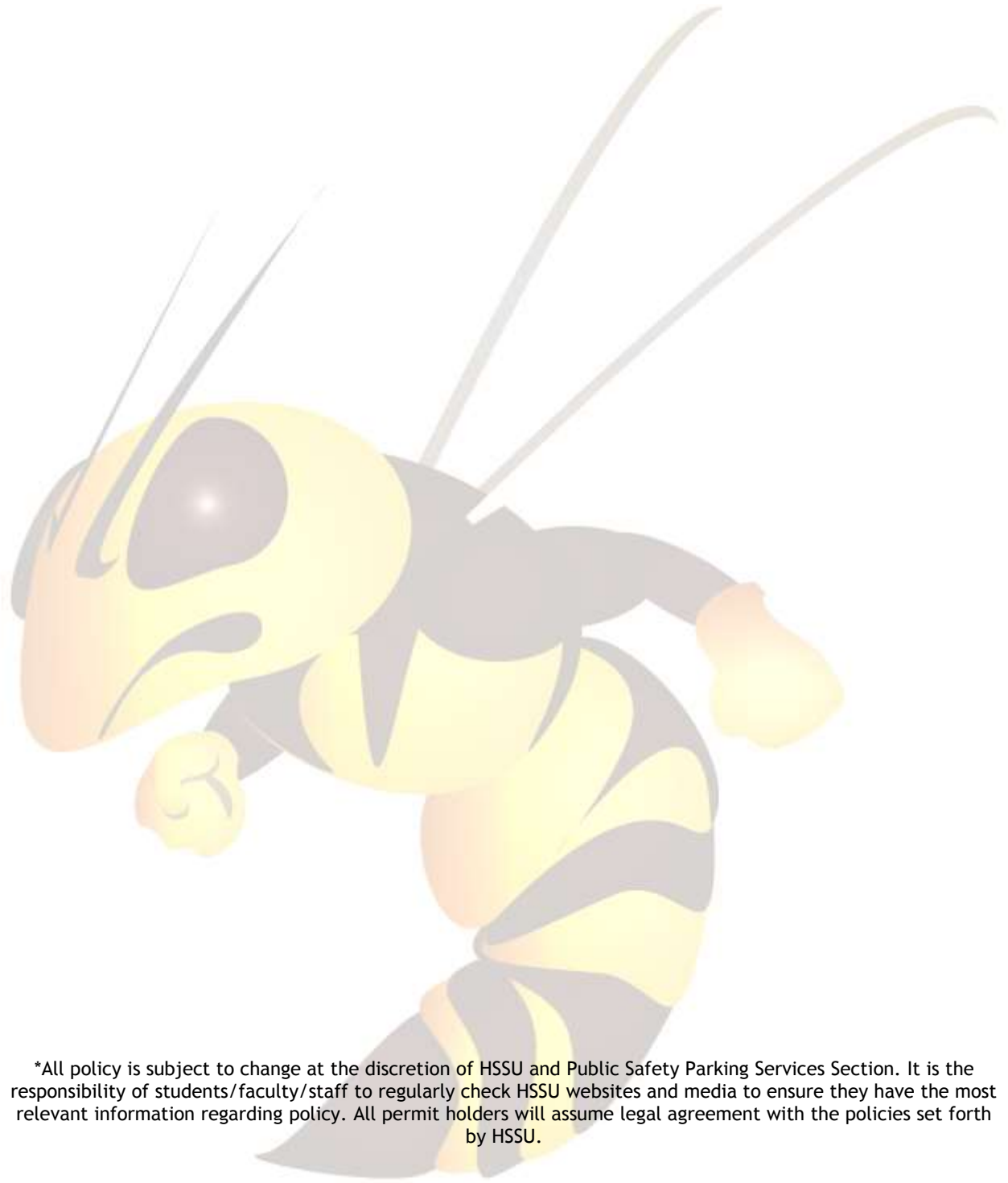


**HARRIS-STOWE**  
STATE UNIVERSITY

# PARKING POLICY & PROCEDURE MANUAL

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THE DEPARTMENT OF PUBLIC SAFETY



\*All policy is subject to change at the discretion of HSSU and Public Safety Parking Services Section. It is the responsibility of students/faculty/staff to regularly check HSSU websites and media to ensure they have the most relevant information regarding policy. All permit holders will assume legal agreement with the policies set forth by HSSU.

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## PERMIT CLASSIFICATION

## 1. FACULTY & STAFF

Faculty/Staff are defined as any employee on the non-student payroll of the Harris-Stowe State University as well as affiliated organizations.

Faculty/Staff registration applications are available on-line and at Public Safety Parking Services. Permits are issued at Public Safety Parking Services.

Faculty/Staff, and affiliates, may apply for one permit per vehicle. Exceptions may be made by the Public Safety Parking Services Coordinator.

If two Faculty/Staff or affiliates share the same household, each member must apply for a parking permit for each vehicle registered.

Faculty/Staff Permits are in decal form and must be affixed on the lower left-hand corner of the rear windshield of your vehicle parked on campus. Each vehicle must be properly registered with the Public Safety Parking Services.

Contracted/temporary employees defined as individuals engaged by the university to provide a specific set of services, but not on the university payroll may apply for one permit.

Emeritus and retirees who return on state payroll shall be considered employees.

Non-resident Faculty/Staff permit holders may not park vehicles overnight unless they are conducting official University business on campus or are in official travel status for the University. Overnight starts at midnight

Any and all privileges associated with permit shall be terminated upon issuance of 3 violations associated with the same license plate within a semester

Any vehicle with 3 unpaid violations associated with the same license plate found parked on any University property will be towed at the owner's expense. Tows may also be made at the discretion of the President and Director/Associate Directors of the Office of Public Safety

Any and all privileges associated with permit are voided upon employee's separation of employment.

RVs, camper trailers, jet skis, boats, utility trailers, etc. may not be parked on campus without the permission of the Director of Public Safety or his designee.

## 2. STUDENTS

A student is defined as any person registered at the University for Academic Credit. Teaching assistants, student assistants, and interns are considered students. Students are not allowed to use a Faculty/Staff parking permit.

A student who is the spouse, son, or daughter of a Faculty/Staff member must register the vehicle he or she will be driving in compliance with the student registration regulations and must park in the appropriate student parking areas.

Student Permits are in decal form and must be affixed on the lower left-hand corner of the rear windshield of your vehicle. On a motorcycle, your registration decal can be displayed on the right front fork of the bike, or may be placed on the front windshield if your bike has one.

Each vehicle must be properly registered with the Public Safety Parking Coordinator through paper form or through the online portal.

**Permit fee is non-refundable.**

Any and all privileges associated with the permit expire immediately upon student's disenrollment from the University and annually at the conclusion of the summer semester.

Any and all privileges associated with the permit shall be terminated upon issuance of 3rd unpaid violation associated with the same license plate within an academic year.

Any vehicle with 3 unpaid violations associated with the same license plate found parked on any University property will be towed at the owner's expense. Tows may also be made at the discretion of the President and Director/Associate Directors of the Office of Public Safety

Any and all privileges associated with permit may be terminated by Public Safety Parking Coordinator in coordination with University disciplinary action.

RVs, camper trailers, jet skis, boats, utility trailers, etc. may not be parked on campus without the permission of the Parking Coordinator

**A. Commuter Students**

- A commuter student is a registered student who is not assigned on-campus housing.
- A commuter student may purchase one parking permit per semester
- Commuters may not park on campus after midnight and may not park in residence hall or faculty/staff parking lots.

## B. Resident Students

- A resident student is a full-time registered student who is assigned on-campus housing.
- A resident student may not allow guests to park their vehicles overnight anywhere on campus
- Resident students' overnight vehicle parking is restricted to the Emerson parking, Gillespie parking area or the parking spaces directly behind the student residence halls, and nowhere else.

## 3. VENDORS

Vendors are allowed to use the loading docks and/or load/unload zones for up to the posted time. If longer, vendors may park in any parking lot excluding visitor, reserved, service, or disabled spaces.

Vendors must coordinate with Public Safety Parking Coordinator the parking of large delivery vehicles, dumpsters, roll-aways, or storage containers.

## 4. Contractors & Temporary Employees

Contractors and its employees shall be subject to all the rules and regulations of the Harris- Stowe State University campus, including parking regulations. Parking violations are subject to fines and are the sole responsibility of the contractor or its employees. For contractors requiring lay-down areas near a specific building, the Office of Public Safety will assign the area. Site supervisors may park in this area with prior permission. Contractors may not park in reserved or disabled spaces. Contractors are responsible for payment of all parking citations. Fees may be withheld from contractor payments.

Temporary workers are subject to all the rules and regulations of the Harris-Stowe State University campus, including parking regulations. Parking violations are subject to fines and are the sole responsibility of the temporary worker or the department they are attached to within University. All permit fees and citations will be billed to the temporary workers department at the end of the semester.

## 5. LOADING AREAS

Loading docks are restricted to state fleet, contractor or vendor deliveries, as marked.

Load/unload spaces have maximum time limits as posted. Flashers must be used.

## 6. RESERVED AREAS

Reserved spaces are provided for certain staff (such as the president) and will be marked accordingly. A valid parking permit is required, or VIP pass (hangtag form).

Temporary closure of a space may be required due to construction or unforeseen circumstances. If the space closure is prolonged, Public Safety Parking Coordinator may reassign the location temporarily.

Illegally parking in a reserved space may result in a citation, boot, and/or tow of the vehicle.

Reserved spaces are not transferable, and may be reassigned or eliminated.

## 7. FACULTY/STAFF & RESIDENT PARKING

Faculty/Staff Resident Parking areas and spaces are reserved for campus residents in faculty/staff housing with proper Resident Parking permits.

Residents' vehicles must be properly registered with the Public Safety Parking Coordinator or through parking services online portal and permits in decal form must be affixed on the lower left-hand corner of the rear windshield of your vehicle.

## 8. VISITOR/GUEST PARKING OR TEMPORARY PARKING

A visitor or guest is defined as a person who is not a registered student, an employee of HSSU, or an employee of an on-campus affiliate.

- Visitors must register their vehicles with the QuickPay parking app.
- Visitors who fail to do so will be considered in violation and receive a citation.
- Visitors who park for 1 hour or less are able to park for free (limit of once per day).
- If a visitor does not register their vehicle they will not be granted the free hour and be considered parking without a permit.

I. Visitors and guests are not allowed to park in disabled spaces (without a valid disability tag), service areas, loading areas, or areas blocking entrance doors.

II. Visitors and temporary parking passes must be purchased. The rates for visitor parking are subject to change. Up-to-date rates are available on the Office of Public Safety website under "where to park"

Recreational vehicles are prohibited access to campus without advance written approval by campus president or public safety managing administrators, or unless registered with a campus authorized special event. Special fees may apply.

Parking violations received by a visitor must be paid no later than the close of business ten

(10) days from the date of the citation. Payment may be paid online at:

**[www.permitsales.net/HSSU](http://www.permitsales.net/HSSU)**

Failure to respect this guideline will cause a late fee to be added to the fine amount. All applicable state and municipal laws will apply for non-payment of fines. Visitors may appeal parking violations using the published guidelines.

## 9. SPECIAL EVENT PARKING

Parking rules and parking areas on campus are subject to the rules of Special Event Parking. Special event parking is to be determined prior to an event and is subject to change at the discretion of the Office of Public Safety and the President's Office.

## 10. DISABLED PARKING

Faculty/Staff or students who require the use of disabled parking must obtain a valid parking permit and display their valid State issued disabled tag.

If temporary parking in a closer lot is needed, students must provide a physician's note verified by the Office of Student Health Services indicating the necessary time period for this accommodation. If the requesting person has obtained a parking permit, a temporary permit will be issued which will allow closer parking to campus buildings but excludes disabled, service, or reserved areas. Faculty/Staff must arrange reasonable accommodations through Human Resources (HR) and provide a physician's note. A special permit will be issued based upon the instructions of HR. The permit issued by the Public Safety Parking Services will be for a maximum of two weeks.

If the requesting person has not obtained a parking permit, they must apply for a permit prior to requesting closer parking due to temporary disability. Parking permit rules apply to disabled persons parking on HSSU property. A parking decal must be obtained separate, and in addition to, parking on HSSU property.

## 11. DEADLINES FOR REGISTRATION

From the time a vehicle arrives on campus, the driver is responsible for insuring s/he is in compliance with the campus parking and driving regulations.

No permits are required in lots and street parking during the first ten (10) business days of classes to allow additional time to purchase your permit. This does not apply to disabled, reserved, service, or visitor areas. Vehicles with a permit must display it properly and park in their designated lots.

Beginning at 12 am on the 11th day of classes, all vehicles require proper permit and must park in their designated lots or authorized student street parking or a citation will be issued (see fee schedule).

## 12. PARKING ENFORCEMENT

Parking permits and lot enforcement will be in effect at all times, unless announced by the Office of Public Safety or temporarily suspended for certain events.

## 13. PARKING REGISTRATION & FEES

The University sets the annual registration and parking fees. Permits fees are non-refundable. Unless determined by the Parking Services Coordinator, Directors of Public Safety or the University President.

Permits fees vary based on status. Employee status supersedes student status for fee determinations.

- I. Students fees are \$25.00 per semester, annual permits are not available to students. This fee applies to commuter and residential students
- II. Full-time faculty and staff fees are \$100.00 per year, semester permits are not available to full-time employees.



III. Part-time adjuncts and staff fees are \$25.00 per semester. Annual permits are not available to part-time employees

Replacement permits are available at no cost for the first replacement within an academic year, if the remnants showing the permit number of the original permit is produced. The second replacement within an academic year costs \$10.00 and can be purchased through the Office of the Bursar. Vehicle information must be updated with the parking services coordinator at the Office of Public Safety before picking up the replacement permit.

Lost/Stolen Permits - Lost, misplaced, defaced, or stolen permits must be reported immediately to the Parking Services Coordinator and replaced. Permits that are reported lost and later found, must be returned to Parking Services Coordinator. A signed "Stolen Permit Report" is filed with the Office of Public Safety, or upon providing a police report or insurance verification of theft or destruction of the vehicle.

In order to avoid being charged twice for the parking permit fee if a student, faculty or staff wish to use/park a different vehicle than the one that is registered, the owner must remove the parking permit or remnants of it from the vehicle, before registering a new vehicle, and return the old remnants or permit to the Office of Public Safety, Parking Services Coordinator.

14. LOT DESIGNATION AND DECAL COLOR



Departments or individuals who wish to reserve parking spaces must contact the Parking Services Coordinator via email at: [parking@hssu.edu](mailto:parking@hssu.edu)

- 24-48 hour notice must be provided in advance of request. Not all requests are approved and are subject to review by the Director of Public Safety, Presidents Office and Event Coordinator.

VIP Parking Permits are reserved for the President's Office, Board of Regents, President Emeritus or those designated by the University President.

All lots are first-come first serve basis. Only two lots are reserved.

- Residential (Behind Gillespie Residential Hall)
- Faculty-Staff Lot (In front of Henry Givens Administrative building, adjacent to Laclede Circle).

## 15. PARKING VIOLATIONS & FINES

A vehicle may be subject to a citation and/or towed or immobilized for a variety of reasons, including but not limited to:

- No permit. (\$30.00)
- Parking in an unauthorized parking lot or parking space (\$50.00)
- Parking in a disabled area without the proper permit (\$200.00)
- Blocking another vehicle. (\$30.00)
- Parking in a roadway or driveway. (\$50.00)
- Blocking a fire hydrant, fire lane, or other emergency zone (\$50.00)
- Parking in violation of temporary instructions during a declared snow/campus emergency parking. (\$50.00)
- Blocking a trash dumpster. (\$30.00)
- Interfering with the free and proper use of a crosswalk or pedestrian way. (\$30.00)
- Parking on grassy area. (\$50.00)

- Parking or blocking a service drive or service area. (\$50.00)
- Parking in a loading zone (\$50.00)
- Parking where signs or road markings prohibit parking (\$50.00)
- Parking or operating a vehicle on the quad or sidewalk. (\$50.00)
- Parking outside the lines designated for parking. (\$30.00)
- Failure to display permit properly (\$15.00)
- Vehicle not properly registered (\$30.00)
- Illegal use of lost/stolen permit. (\$100.00)
- Expired Decal (\$30.00)
- Boot Removal Fee (\$100.00)

## 16. LOSS OF PARKING PRIVILEGES

- **Parking privileges shall be revoked from any permit holder with three unpaid 3 violations.**
- **Upon issuance of 3rd unpaid parking violation, vehicle shall be booted and subject to removal from campus, at the owner's expense.**
- **Failure to pay fines within 30 days from issuance of citation.**
- **Separation from employment with HSSU unless still enrolled as a student**
- **Disenrollment from Harris-Stowe State University or if student is disallowed on campus due to disciplinary probation, suspension or expulsion.**
- **At term of the parking permit.**

## 17. TOWING/VEHICLE IMMOBILIZER POLICY

Harris-Stowe State University is not responsible for any damages that may occur as a result of the removal or immobilization of any vehicle. The Office of Public Safety will tow or use the auto-boot immobilizer in the following situations:

- To impound a vehicle pertaining to an investigation (to preserve evidence) or to disable a vehicle so it cannot be moved before a tow truck arrives (i.e. accident).
- When the vehicle/license appears on the multiple ticket offender list and has 3 or more unpaid citations. Or if the vehicle is considered abandoned on HSSU property, which is determined at the discretion of the Office of Public Safety.
- Other instances, when deemed necessary by the Office of Public Safety.
- Removal fee must be paid by the violator at the time of removal of the immobilizer.
- No cash, paid online or at the Bursars Office.

#### 18. VOIDING CITATIONS

The Public Safety Parking Services has oversight for voiding tickets. The following criteria will be used for voiding tickets:

- Violation caused by failure of University faculty or staff to inform or provide necessary parking arrangements for person(s) invited to the University.
- A Pass or courtesy notice issued prior to violation.
- Officer error.
- Extraordinary circumstances which justify citation waiving (must be accompanied with evidence)

#### 19. APPEALS

Individuals wishing to appeal a citation must initiate a formal request for appeal to the Parking Services Coordinator. The appeal Form must be received within 30 business days following the issuance of the citation.

Appealed decisions will be sent to the Office of Public Safety, email address or online.

*Online appeals can be made at:*

**<https://www.permitsales.net/HSSU>**

*Appeals by emails can be sent to:*

**[Parking@hssu.edu](mailto:Parking@hssu.edu)**

- The Appeals Hearing Board will adjudicate within 10 days of the receipt of the appeal.

All decisions of the Hearing Board are binding and final.

- The Hearing Board is comprised of the Associate Directors and the Parking Services Coordinator.

- Appeals are submitted online, to the Parking Services Coordinator. The alleged violator may be summoned for an in-person hearing via appeal.

- After the 30-day period, the option of appeal or other consideration expires and summons are irrevocable, unless determined otherwise by the Parking Services Coordinator.

- If individuals who sought appeal fail to appear for their scheduled hearing the individual may not seek another appeal (even within the 10-day window). Any failure to attend the hearing will result in an automatic ruling against the appeal. Only extreme circumstances with evidence of such will be considered for a second appeal hearing (such as, death of immediate family member or hospitalization).

Citation payments can be made at the Bursar’s Office in person or online at:

**<https://www.permitsales.net/HSSU>**

Penalty for non-payment of fines will result in a deduction to student accounts through the Bursar’s Office. Employees, full or part-time, will receive a one-time payroll deduction for unpaid fees.

**Automatic rejection of appeal may occur if:**

- Vulgar or threatening language is used
- Threats of violence or threats of any nature are made by appealing party
- Bribery is attempted by appealing party
- Appeal is made without supporting evidence or failure to provide requested information such as name, citation number or ID#
- Citation is 30 days or older
- Student/faculty/staff was terminated/expelled/suspended and returns to HSSU
- Pattern of repeat offense is determined

**20. Refunds**

- **Permit fees are non-refundable.**

**21. BILLINGS**

- At the close of a semester, all unpaid citations and fees must be settled. All unpaid citations will result in a delinquent account, students will not be able to register in subsequent semesters. Faculty & staff with delinquent charges will have a one-time deduction from payroll.

**22. PAYMENT OF FINES**

- Pay Online: **<https://www.permitsales.net/HSSU>**
  - Online payment forms can be either debit or credit

- Pay by Check, Cash or Money Order:
  - Payable To: Harris-Stowe State University, Parking Fines
  - In Person at the Office of the Bursar:

3026 Laclede Ave., RM 018-HGA,

St. Louis, MO 63103

Fees or payments may not be mailed.

### 23. PERMIT RATES

- Students off & on campus (commuter & residential) \$25.00 per semester
- Adjuncts and part-time staff \$25.00 per semester
- Faculty and full-time staff \$100.00

### 24. PRO-RATED PERMITS

Pro-rated permits are available for new employees. Students and current employees are not eligible for pro-rated permits. Permits are not prorated retroactively for employees leaving employment through resignation or termination. Permit rates are based on the permits remaining days of validity.

#### Full-Time Faculty & Staff

##### Annual Permits:

- Quarter 90 days: (\$100.00 + Free Current Year Permit). 30 days or less than
- Semi-annual: 180 days (\$30.00) 90 days or less through 30
- Annual: 360 days (\$100.00)

##### Semester Permits:

- Less than 30 days (\$25.00 + Free Current Semester Permit)
- Quarter: 90 days (\$15.00) 90 days or through 30
- Semi-annual: 180 days (\$25.00)

#### Example 1:

Adjunct gets hired in March, this means there is 60 days left in the permits validity. Therefore, the price of their permit will be \$15.00.

**Example 2:** A full-time staff has been hired on December 6th 2018. Therefore, there is less than 30 days left in the permits validity. The price for this permit will be \$100.00, however they will receive an annual 2018 permit and next year's permit (2019).

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