

# **Susquehanna University Motor Vehicle Traffic & Parking Regulations**

## **I. Introduction**

The operation and parking of a motor vehicle on the property of Susquehanna University is a privilege granted to the students, faculty, staff and guests of the university. Susquehanna University reserves the right to make and enforce these regulations which are deemed to be in the best interest of the university community.

## **II. Purpose**

The Motor Vehicle Traffic and Parking Regulations are for the benefit of the campus community in order to provide the following:

- protection of life and property
- optimum use of campus roads and parking areas
- free flow of traffic

## **III. Definitions**

**Appeal:** A written request for cancellation of the fine or other penalty by way of a review of the circumstances causing the issuance of a Notice of Parking Violation.

**Boot:** A device used to immobilize a vehicle that is generally affixed to a tire.

**Car Pool:** An arrangement by which two or more university faculty/staff share a vehicle for transportation.

**Department:** The Susquehanna University Department of Public Safety

**Fine:** A financial levy against a registrant for the violation of the Motor Vehicle Traffic and Parking Regulations.

**Low-Emitting and Fuel Efficient Vehicles:**

- Zero Emission Vehicle (ZEV) recognized by the California Air Resources Board. Information regarding these can be found at <http://www.arb.ca.gov/msprog/zevprog/zevprog.htm>.
- Having a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

**Motor Vehicle:** Any vehicle that is self-propelled and designed or registered to operate on public roadways.

**Notice of Parking Violation:** Form used to provide notice of a violation of these regulations to a motorist or registrant.

**Parking Registration Sticker:** The official registration decal authorizing specific parking privileges, as outlined in this regulation, to the registrant of a motor vehicle on university property.

**Registrant:** The individual in whose name a motor vehicle is registered with the university or, for those not registered with the university, the individual in whose name the vehicle is registered with a state department of motor vehicles.

**Special Permit:** A permit authorized by the Director of Public Safety or their designee for a special parking privilege deemed to be in the best interest of a student, member of the faculty or staff or guest to the university. It may be in any form deemed appropriate for its use.

## **IV. Enforcement**

Enforcement of the Motor Vehicle Traffic and Parking Regulations is the responsibility of the Department. The Department has authority to suspend all or part of these regulations for special circumstances deemed to be in the best interest of the university. The Department may issue or not issue a Notice of Parking Violation at the discretion of its members. The Department will work with all members of the university community when special arrangements are necessary (e.g. loading/unloading, special needs passengers, special events, etc.).

## **V. Motor Vehicle Parking Rules**

- A. Parking a motor vehicle at all places on university property is generally prohibited unless specifically authorized by signs, markings, registration stickers, special permit or direct communication by a member of the Department.

- B. Parking is prohibited in areas marked for handicapped individuals without appropriate state motor vehicle or university authorization.
- C. Parking is prohibited in loading zones, on walkways, entrances and exits of parking lots or in a manner that may block a service area.
- D. Parking is prohibited in a fire lane or within 15 feet of a fire hydrant.
- E. Parking is prohibited on lawns, planted areas or any surface not designed for motor vehicles.
- F. Parking is prohibited in a manner that is against the established direction for a lane of travel.
- G. Parking is prohibited in the Geisinger Parking Lot except for employees, patients or individuals with specific business at the facility.
- H. Parking is prohibited along University Avenue unless authorized by the Department of Public Safety (Violators are subject to citation by the Borough of Selinsgrove).
- I. Double parking is prohibited.
- J. Students are prohibited from parking in areas designated for faculty and staff during general business hours. Students may park in such areas on Monday through Friday from 5:00 pm until 7:00 am, and all day on Saturday and Sunday.
- K. Students, faculty, and staff are prohibited from parking in areas designated for visitors or reserved for special guests.
- L. Students (except first year students), faculty and staff may park on Zeigler Lane, between Scholars House & the basketball courts.
- M. Students (except first year students), faculty and staff may park on the access road behind the West Village Complex leading to the baseball field.

## **VI. Traffic Rules**

- A. General: Operators of motor vehicles and bicycles must obey all signs regulating traffic and/or follow the direction of members of the Department.
- B. Speed Limit: The maximum speed limit on campus roads is 15 mph, unless otherwise posted.
- C. Stop Signs: All vehicles must come to a full stop at all stop signs.
- D. One-Way Roads: Operators of motor vehicles must drive in the correct direction on one-way roads and conform to all other established campus traffic patterns.
- E. Off-Road: Operation of motor vehicles off established roadways is prohibited unless authorized by the Department.
- F. Reckless Driving: Operating a motor vehicle in a manner which may endanger or harm persons or property is prohibited.
- G. Snowmobiles: Snowmobiles are not permitted on campus.
- H. Compliance with Law: All motor vehicles shall be operated in compliance with the laws of the Commonwealth of Pennsylvania.

## **VII. Major or Persistent Violations**

- A. No one may tamper with a parking ticket, registration sticker, parking sign, traffic sign, or disobey traffic directions issued by a member of the Department.
- B. No one may interfere with a member of the Department, contracted security personnel or outside law enforcement officer in the performing of their duty related to these regulations.
- C. No one may flagrantly or persistently violate any of the provisions of this policy or any law of the Commonwealth of Pennsylvania pertaining to traffic or parking.

## **VIII. Fines and Penalties**

- A. Failure to comply with the direction of a member of the Department or tampering with parking enforcement signs, markings, the Notice of Parking Violation or a registration sticker - \$200
- B. Handicapped/special needs parking violation - \$100
- C. Fire lane/hydrant parking violation - \$100
- D. All others violations - \$50
- E. Unpaid parking tickets may result in a financial hold being placed on a student's account (This may impact the student's ability to register for classes and/or receive a diploma at graduation).
- F. At the direction of the Director of Public Safety or their designee, student violators may be referred to the Dean of Students to determine the appropriateness of student conduct.

- G. At the direction of the Director of Public Safety or their designee, staff or faculty violators may be referred to the Director of Human Services to determine the appropriateness of employee discipline.
- H. At the direction of the Director of Public Safety or their designee, a registrant or motorist may be subject to revocation or suspension of parking privileges or otherwise be prohibited from operating a vehicle on university property.

## **IX. Payment**

- A. Fines can be paid online at <https://susqu.afford.com/> or in-person at Student Financial Services, 512 University Avenue, Selinsgrove, within 10 business days. Checks should be made payable to Susquehanna University.
- B. Fines associated with an unpaid Notice of Parking Violation will be billed to the account of the student, faculty or staff member. Non-affiliated violators may be referred to the Selinsgrove Borough Police Department.

## **X. Appeals**

- A. Appeals must be submitted via the online parking appeals form located on the Public Safety web page of mySU.
- B. Appeals must be made within 10 calendar days of the issuance of the Notice of Parking Violation.
- C. The Director or Associate Director of Public Safety will issue a decision to either uphold or deny the appeal. If the appeal is upheld, the Notice of Parking Violation will be voided. This decision is final.

## **XI. Parking Registration**

- A. All motor vehicles parked on Susquehanna University property by students, faculty or staff must be registered with the Department and must display a valid registration sticker or permit.
- B. Students, faculty and staff may register their vehicle on the Department web page in mySU. Annual permits for students cost \$30.00, which is automatically billed to the student's account upon registration.
- C. The registrant is responsible for all violations of these regulations regardless of who was operating the vehicle at the time the violation occurred.
- D. Guests to the campus are not required to register their motor vehicles provided their vehicles are parked in designated visitor parking spaces for no more than 8 hours on a given day and no more than 2 consecutive days. Long-term visitor parking will require a temporary parking permit tag being placed on the vehicle's rear view mirror. Permits may be obtained at the Department, located at the 18<sup>th</sup> Street Commons House, at no charge. Overnight guests of students must register with the Department, per the Student Handbook guest policy, and give their vehicle information along with the location of the vehicle.
- E. Student registrations expire on August 31st of each year. New registration stickers are issued at the beginning and throughout the school year. Employee registration expires when the employment status is terminated. All registrations expire when the ownership of the registered vehicle is transferred.
- F. Students, faculty or staff who wish to park in the spaces designated for "Low-Emitting and Fuel-Efficient Vehicles" or "Carpool" must first have a registration sticker and must obtain a special permit tag from the Department on a first come/first serve basis. Information regarding authorized vehicles may be found in this policy or at the Department of Public Safety located at the 18<sup>th</sup> Street Commons House. Vehicles permitted to park in these spaces must display a permit tag inside on the vehicle's rearview mirror. These spaces will be marked with painted green lines and signage.

## **XII. Parking Registration Stickers and Location Authorization**

- A. Acceptance of a motor vehicle registration sticker from Susquehanna University is an acknowledgement by the registrant that these regulations have been read and understood and constitutes an agreement by the registrant to abide by the regulations.
- B. Registration stickers must be displayed in a clearly visible location affixed to an interior window. The department employee issuing the sticker will provide instruction on its placement, if necessary. If a new vehicle is obtained during the year, a new permit may be issued without charge.
- C. Registration stickers are not transferrable from vehicle to vehicle or person to person.
- D. Failure to display registration stickers in a clearly visible location may be treated as a failure to register a vehicle and may subject the registrant to violation, towing or immobilization (boot).
- E. Parking Registration Stickers will be color coded each year and issued with the following authorizations:

1. Faculty & Staff – authorized at various locations by signs and/or markings for faculty/staff
2. Upper Class Students – authorized for:
  - Sassafras Lot (east end)
  - West Village Lots
  - Tudor/Go House Lots
  - North Hall Lot
  - 18<sup>th</sup> Street Commons Apartment Spaces
  - Along Zeigler Lane and West Village Access Road
  - Commuter Lot (by Trax)
  - Southeast General Parking Lot
3. First Year Students - authorized for:
  - Reed Hall Lot
  - Aikens Hall Lot
  - Sassafras Lot (west end)
4. Commuter – authorized for:
  - Commuter Lot (by Trax)
  - Southeast General Parking Lot

### **XIII. Immobilization of Vehicle**

- A. The Department may immobilize or boot a parked vehicle for the following reasons:
  1. A vehicle parked in a space failing to display a Parking Registration Sticker.
  2. Vehicles registered to students that are parked in a space designated for faculty, staff, or visitors.
  3. Any violation that may create an unsafe condition.
- B. Individuals who have an immobilization device or boot on their vehicle must contact the Department to have the device removed. If the device or boot remains on the vehicle for 5 days, the vehicle may be towed at the owner's expense.
- C. Damage to the immobilization device or boot caused by someone attempting to free the vehicle will be considered vandalism and subject the involved individual to replacement costs, fines, and possible criminal liability.

### **XIV. Towing**

- A. The Department may order the towing of any vehicle parked on university property if:
  1. The vehicle is parked in a manner that creates a potentially unsafe condition
  2. The vehicle is repeatedly found in violation of these regulations
  3. The vehicle is impeding or potentially can impede university business
  4. The vehicle is parked illegally
  5. The vehicle's owner is not able to be found
  6. The towing of the vehicle is otherwise in the best interest of the university or local community
- B. Susquehanna University uses the following vendor for all towing incidents:

Keller's Auto Body Inc.  
825 N. High Street  
Selinsgrove, PA 17870, 570-374-4333
- C. Vehicles towed to the vendor will be recovered at the owner's expense. Susquehanna University does not receive any funds from towing incidents. If the operator arrives at the tow truck after the offending vehicle is attached to it, a cost may still be levied to have the vehicle released from the tow truck. This charge will be in addition to the fine associated with the Notice of Parking Violation.

### **XV. Contact**

Contact may be made with the Department by phone at 570-372-4444 or in-person at 13 Pine Meadows Drive Selinsgrove, Pennsylvania.