

Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Parking Policy
Department	Public Safety
Policy Editor	Jeff Mason/Charles Head
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

The Gordon State College Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. Transportation issues, particularly those relating to parking, are of great interest to faculty, staff, students and visitors. This policy will ensure that college resources for parking are best utilized for the benefit of the whole campus community.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

<https://www.gordonstate.edu/departments/publicsafety/parking/parking-policy/index.html>
 This policy was approved in 2019 and is presented for review.

Assisted with Changes/Updates: Megan Davidson, Jeff Mason, and Charles Head.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

College will receive email notification when updates are made or they may visit the website of policy @ <https://www.gordonstate.edu/documents/departments/public-safety/parking-policy-2019-2020.pdf>

Authorizations

Dean or Supervisor Signature and Date: Charles E Head
 Digitally signed by Charles E Head
 Date: 2021.02.10 08:33:34 -05'00'

Cabinet Sponsor (VP) Signature and Date: Megan M. Davidson
 Digitally signed by Megan M. Davidson
 Date: 2021.02.10 11:10:16 -05'00'

President Signature and Date: Kirk A. Nooks
 Digitally signed by Kirk A. Nooks
 Date: 2021.02.10 16:47:21 -05'00'

***Policy Template must be submitted with this form.**



POLICY TEMPLATE

(Use Arial Font size 10 for everything below)

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:					
Section #:		Section Title:			
Responsible Cabinet Member:		Proposed:		Adopted:	
Responsible Office:		Reviewed:		Revised:	
Contact:		Approved:		Webpage:	

1. Policy Statement

2. Reason for Policy

3. Who Should Read this Policy

4. Resources

5. Definitions

6. The Policy (or “See Attached”)



Gordon State College

Parking Policy
2020-2021

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1. *Introduction*

The Gordon State College Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. Gordon State College promotes safety and requires all drivers and pedestrians to observe Georgia traffic laws as well as the policy outlined in this manual.

Transportation issues, particularly those relating to parking, are of great interest to faculty, staff, students and visitors. This policy will ensure that college resources for parking are best utilized for the benefit of the whole campus community.

The main focus of the parking policy is to:

- provide parking access to the campus community; and
- ensure the safety of the campus community

The Gordon State College Police reserves the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The Gordon State College Police may, on occasion, need to close a parking area or roadway for a special event, safety reasons, or repair. The campus community will be informed when changes occur. The Gordon State College Police also has the authority to ticket, immobilize, or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations.

2. *Permits*

All faculty, staff and students of the College, parking a vehicle on the Gordon State College Campus must display a valid parking permit. Parking policies apply equally to motorcycles and other motorized vehicles.

Permits fall into the following categories:

- Faculty/Staff Permits
- Student Permits
- Academic Excellence Student Permits
- Handicap Permits
- Temporary Permits
- Sodexo Permits

2.1 Faculty/Staff Permits

All faculty and staff members of the College shall apply for a parking permit that will allow parking on the Gordon State College Campus. Faculty and staff parking spaces are marked with green or white lines. When marked in green, the letters F/S are clearly visible in the parking spaces. In spaces marked with white lines, a sign "Faculty and Staff parking only" is clearly visible on each parking entry gate. These lots are solely for the use of faculty and staff.

2.1.1 Student Permits

Every student who will be parking a vehicle on the Gordon State College campus must register his/her vehicle(s) with the Gordon State College Police Department and obtain a student parking permit. Gordon State College will issue students a parking permit which is transferable between all vehicles registered on the student's account; however, parking permits are issued to individuals and their respective vehicles and may not be transferred to

other individuals. If a permit is found to be displayed in a vehicle other than the vehicle(s) to which the permit was issued, that vehicle is subject to a citation for falsification. Students are permitted to park in any Gordon State College parking lots, other than the visitor's lot, after 5:00 p.m. until 7:00 a.m. If a student damages or loses his/her parking permit, the student will accrue a \$10.00 charge for the replacement of the permit.

In order to receive a Gordon State College parking permit, students must present a valid Gordon State College ID and the vehicle information (year, make, model, color, and license plate number of the vehicle) to the Gordon State College Police.

To register your vehicle online:

1. Log into your Banner Web account
2. Select "Student "
3. Select "BOSSCARS"
4. Select the appropriate term
5. Select "Purchase a Parking Permit"
6. Enter your vehicle information
7. Select the vehicle for which you wish to obtain a parking permit
8. Select "Purchase Permit"

*Multiple vehicles may be registered; the hang tag is transferrable.

**You must come to the Gordon State College Police Department office to pick up your permit.

2.1.2 Academic Excellence Student Permits

Students with a 4.0 grade point average that is recognized by Academic Affairs and are therefore granted special parking privileges will be authorized a parking permit for use in any student lot or in the Academic Excellence lot. The Academic Excellence lot is located on Florida Avenue.

Only one hang tag is allowed per student. No replacement hang tags will be issued for this lot. In the event the Academic Excellence permit is lost, a replacement for *regular student parking* will be issued and parking will be disallowed for the Academic Excellence lot for the remainder of the semester. Replacement hang tags will be charged \$10.00.

If the Academic Excellence lot is closed, students are expected to park in other student parking lots.

Sharing the Academic Excellence parking permit is prohibited. Any sharing of this permit will result in a loss of special parking privileges.

2.2 Handicap/Temporary Handicap Permits

Handicap Parking Permits, either state-issued or College issued, are required at all times to park in Gordon State College handicap spaces. Handicap permits may be issued by Gordon State College Police upon receipt of a letter from the requestor's doctor's office requesting a temporary handicap parking permit.

2.3 Temporary/Visitor Permits

Temporary permits are available to students who occasionally fail to transfer their permanent parking permit to a vehicle. Temporary permits are also available to Faculty and Staff members who occasionally drive a different vehicle than the vehicle registered to their

account. Temporary permits must be obtained at the Gordon State College Police and are free of charge. Temporary permit holders must continue to park in the parking spaces properly designated for their status.

Parking registration for conferences or continuing education courses will be administered through the Department of Continuing Education. Attendees will be provided parking permits that will allow for parking in designated areas.

Students who have registered and take all of their courses at offsite campuses are still charged a parking fee, but do not have to display the permit at these campuses. However, when it is necessary for an off campus student to park in a Gordon State College lot, these students should obtain a temporary parking permit from Gordon State College Police Department.

2.4 Drivers with Disabilities

The College is committed to ensuring that those who have special needs have assistance in accessing Gordon State College premises for the purpose of academic study and employment. Parking spaces for disabled drivers are located as close as possible to the most appropriate entrance of the College building, having due regard for:

- State and Federal rules, regulations, and laws
- the health and safety of persons with mobility impairments
- access for persons requiring use of Gordon State College facilities

There is no limit on the number of parking spaces allocated for disabled drivers but the minimum will comply with current state and federal requirements.

2.5 Permit and Parking Costs

Students are currently entitled to one parking permit per academic year beginning with fall semester. Students are charged \$10.00 per semester for parking. Replacement permits are \$10.00 each.

3. *Permit Holders – Conditions of Use*

3.1 General Conditions

All permit holders must comply with the rules governing the use of the College parking facilities as outlined in section four.

Permit holders are required to display their issued permit on the rear view mirror of the registered vehicle or on the dash where all numbers are clearly visible.

All permits remain the property of the College and are not transferable. If a permit is lost or misplaced, notification should be made to the Gordon State College Police so that the old permit can be deactivated and a new permit issued. Replacement permits will be issued at the owner's expense at a rate of \$10.00 per permit. In addition, if a permit is stolen a police report must be filed with the Gordon State College Police. False report of a stolen permit is a crime and will be prosecuted to the fullest extent of the law.

It is prohibited to alter, tamper, duplicate or forge in any way Gordon State College parking permits. This will render the permit invalid and may result in disciplinary action or criminal prosecution.

4. *Rules Governing the Use of Gordon State College Parking Facilities*

4.1 Introduction

The Gordon State College Police is charged with the responsibility and authority to enforce the College's parking policies and regulations. All vehicles on Gordon State College property are subject to these regulations. Furthermore, compliance with the following regulations is a condition of enrolment and/or employment at Gordon State College. Operating a motor vehicle on College property is a privilege, which is conditioned, in part, of compliance with these rules and regulations. Gordon State College assumes no liability or responsibility for damage or theft to any vehicle parked in or on College property. These regulations are applicable to all members of the College community including, but not limited to faculty, staff, students, visitors, contractors, and vendors.

4.2 Enforcement

The Gordon State College Parking Policy applies throughout the year and is enforced 24 hours a day, 7 days a week, 365 days a year. To enforce the rules and regulations, the Gordon State College Police is authorized to issue citations, immobilize vehicles, and pursue collections action against violators.

Equipment utilized in parking and traffic enforcement is College property. Vandalizing or destroying call boxes, vehicle immobilization devices, signs and markings, and/or citations are strictly prohibited.

Citations are issued to vehicles, not vehicle operators. Citations issued to vehicles remain a valid and binding fine, regardless of the vehicle operator. The registered owner of the permit is considered fully responsible for all citations issued to his/her vehicle, regardless of the vehicle operator at the time of citation issuance.

Fines accrued by violating the parking policy constitute a lasting financial obligation to the College by the violator until such time as the citations are paid.

Citations may be paid using cash, personal check, cashier's check, money order, or acceptable credit card (online only). Payment of citations will be made at the Gordon State College Police Department. Citations may also be paid online by following the information chain provided below:

1. Go to www.gordonstate.edu and click on "My Gordon."
2. Under MY GORDON select "Pay Now via Student Account Center."
3. You will be redirected to the Student Account Center where you will need to re-enter your 929 numbers and 6 digit pin.
4. Click the "Make a Payment" button.
5. Select the Payment option you wish to pay and enter in the amount to pay if different from the amount shown and click Continue.
6. Click My Account tab and validate the payment was posted to your account. The Balance should have reduced.
8. Click View Account Activity to view the payment being posted.

4.3 Failure to Comply

All Gordon State College faculty, staff and students as well as visitors shall be subject to the College parking policy. Details of all citations will be documented and recorded and will be stored in accordance with the Data Protection Act.

4.4 Regulations

- 4.4.1 Vehicles are only to be parked on Gordon State College property when the driver has legitimate business at the College.
- 4.4.2 Any vehicle parked on College property must comply with the Gordon State College Parking Policy.
- 4.4.3 Any vehicle belonging to faculty, staff and students must display a valid College Parking Permit while parked on Gordon State College property.
- 4.4.4 All parking facility users have a responsibility to act in a civil manner towards Gordon State College Police personnel. Failure to do so will result in disciplinary action being taken.
- 4.4.5 Parking is available on campus for visitors with legitimate business. Any vehicle parked in a visitor space may be subject to the inconvenience of verification. Parking registration for community education courses will be administered through the Department of Community Education. Attendees will be provided parking permits that will allow for parking in designated areas.
- 4.4.6 Posted speed limits will be observed at all times.
- 4.4.7 All persons are expected to follow lawful driving practices while on campus. Any action which would be considered an offense in a court of law will be considered an offense on campus.
- 4.4.8 Persons parking vehicles on College property do so at their own risk. No responsibility or liability is accepted by the College, its employees or its agents for damage to or loss of any vehicle, or its contents while parked on College property.
- 4.4.9 Vehicles without a current state registration or which are not insured must not be parked anywhere on Gordon State College premises. The College may also take legal action against persons breaching the rules and reserves the right to initiate any other appropriate legal procedures available.
- 4.4.10 All accidents and/or injuries in any Gordon State College parking area must be immediately reported to the Gordon State College Police.
- 4.4.11 Access to all College premises, including parking lots, is by permission of Gordon State College. The College retains the right to refuse entry to parking lots and to require users to leave parking areas and to remove their vehicle any time at its own discretion.
- 4.4.12 The College may authorize parking lots to be temporarily closed and dedicated for specific and temporary operational purposes.

4.4.13 Vehicles must be properly parked within a designated parking space.

4.4.14 Parking on campus is a privilege and not a right. This privilege can be revoked shall the individual not follow the rules and regulations of campus and/or public safety.

4.4.15 Major repair work, servicing or valet services of vehicles are strictly prohibited within the parking areas of Gordon State College unless authorized to do so by the Gordon State College Police. When a vehicle is stranded due to a mechanical failure, temporary access will be permitted to tow vehicles for the purpose of completing minor repair and/or recovery.

4.4.16 Parking is prohibited specifically in the following areas, locations or circumstances:

- a) On yellow lines, areas hatched with lines, or areas denoted as prohibited
- b) In a location which blocks entry or exit for emergency or delivery vehicles: for example, outside emergency exits and delivery areas or on emergency access routes
- c) On grass areas, sidewalks or turn around areas
- d) In areas temporarily closed off and dedicated by the College for specific and temporary operational purposes
- e) In an area marked as temporarily or permanently allocated for use by visitors or for maintenance or construction work
- f) Parking without a permit in a permit only area

4.4.17 Pedestrians are afforded right-of-way on all College streets and parking facilities

4.4.18 Speed on campus shall not exceed 15 miles per hour at any time except on public roadways which have posted speed limits.

4.5 Handicap Parking Regulations

4.5.1 Any vehicle displaying a valid handicap permit may park in any handicapped, parking space at the College with the exception of handicap spaces at the Alumni House.

4.5.2 Vehicles must display a valid handicap permit at all times when parked in a handicap parking space.

4.6 Motorcycle, Scooter, Golf Carts and Bicycle Regulations

4.6.1 Drivers of motorcycles and scooters must register their vehicles with the Gordon State College Police and obtain an adhesive parking permit. As with all other vehicles, these vehicles must be parked in the respective parking lot for the student's status.

4.6.2 Bicycles parked on campus must comply with the following regulations:

- When driven on streets or in areas intended for use by motor vehicles, bicycle riders will observe all applicable traffic rules and regulations applicable to motor vehicles.
- When parked, bicycles must be in bicycle racks or other spaces/areas designated for their use. Bicycles must be parked clear of sidewalks, ramps, building entrances and handrails/fences. Gordon State College reserves the right to remove abandoned bicycles at its discretion.

*Students **may not** drive golf carts on campus unless authorized by Facilities for an event. Faculty and staff may drive golf carts in the faculty/staff lots or designated handicap parking areas upon approval (with proper permitting).

4.7 Citations

Any student who receives a traffic/parking ticket has the right of appeal. Persons dissatisfied with a ticket must file an online appeal through Banner Web (BOSSCARS) within ten (10) business days of the alleged violation. The office of the Dean of Students will review all appeals. Relief will be given only in extreme circumstances.

The citation fine structure is as follows:

VIOLATION	FINE
Code of Conduct Violation	\$25.00
Loading & Unloading 15 Minute Parking Only	\$15.00
Driving against Direction of Arrows	\$10.00
Expired Permit	\$25.00
Failure to Obey Police Officer	\$30.00
Improper Parking	\$25.00
Improper Display of Permit	\$10.00
Noise Violation	\$25.00
Obstructing Traffic	\$25.00
Parked in a Handicap Space	\$50.00
Parked in a Visitor's Space	\$25.00
Parked in Faculty/Staff Space	\$25.00
Parked in Fire Lane	\$50.00
Parked in Tow Away Zone	\$25.00
Student Parking Only	\$25.00
Vehicle Not Registered	\$25.00
Warning	\$0.00
Yellow Curb	\$25.00
Smoking on Campus Violation	\$25.00

4.8 Vehicle Immobilization (Towing/Booting)

If a vehicle is impeding the free flow of traffic or has over (3) outstanding parking violations, it may be towed or immobilized with a boot. This policy applies to repeat offenders even when citations are paid if it is determined that violations are continually occurring in the same areas. Citations are a method of warning the vehicle owner. When citations fail to correct violations, it may become necessary to tow or boot a vehicle. Illegally parked vehicles may also be towed from lots when a lot complaint is received and/or a lot is full with multiple illegally parked vehicles. Vehicles may be ticketed, towed and/or booted at the owner's expense under the following circumstances:

1. Vehicles with three or more unpaid citations.
2. Repeat Offenders: Vehicles with five or more (paid or unpaid) citations received within a semester.
3. Vehicles displaying a falsified, lost, stolen, or unauthorized permit may be immobilized immediately. Individuals found to have caused, committed, or benefited from the falsification of permits, possession of lost permits, the possession of a permit reported to

be stolen, or the improper possession of a permit issued to another individual/program/office are subject to a Gordon State College Police investigation, and referral to Student Affairs or Human Resources as appropriate.

4. Illegally parked vehicles that are in a fire lane, police space, handicap space or other restricted space.
5. Parking or blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, restricted or reserved spaces.
6. Cars that are not displaying a hang tag or parking permit may be immobilized.

4.9.1 Boot Removal and Vehicle Recovery

1. An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window or windshield).
2. If arrangements have not been made by the registered driver of the vehicle to remove the boot within 48 hours of placing the boot on the vehicle, the vehicle is subject to towing. An illegally parked vehicle will still receive citations while the boot is in place. Once a vehicle has been booted and subsequently towed, the registered driver/owner will be responsible for all fees incurred (including citations incurred and towing/storage fees).
3. If a vehicle is towed or immobilized, the registered driver/owner responsible must report to the Gordon State College Police Office to make arrangements to recover the vehicle.

Gordon State College assumes no liability during the application or removal of a parking boot. Any vehicles on College property meeting the above criteria are subject to towing and/or booting.

The College assumes no liability for impoundment or impounded vehicles. At the time of impoundment, the vehicle owner is responsible for payment of all impoundment, storage, and disposal fees assessed by the private towing company.

5. Collections

Citations open in excess of 120 calendar days are subject to collection action up to and including referral to a collection agency. In addition, an administrative hold will be placed on all Banner records and information for non-payment of debts.