



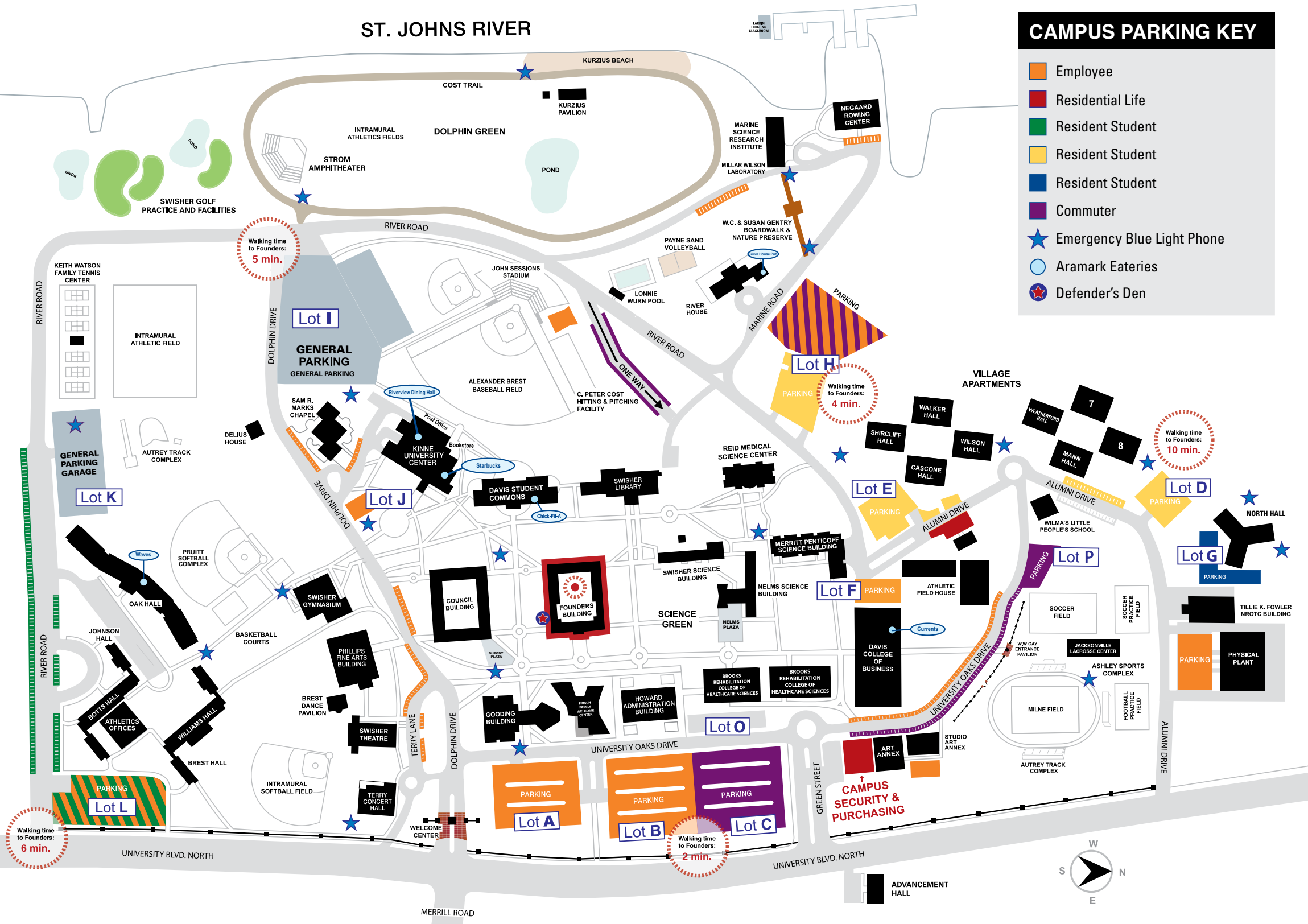
# DEPARTMENT OF CAMPUS SECURITY

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www.ju.edu

## ST. JOHNS RIVER

### CAMPUS PARKING KEY

- Employee
- Residential Life
- Resident Student
- Resident Student
- Resident Student
- Commuter
- Emergency Blue Light Phone
- Aramark Eateries
- Defender's Den



## PARKING & TRAFFIC REGULATIONS

Academic Year: 2019-2020



# PARKING RULES & REGULATIONS: Jacksonville University traffic and parking regulations apply to all students, faculty, staff and visitors. The Department of Campus Security is responsible for the enforcement of traffic and parking rules and regulations at the University. Jacksonville University assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus.

## GENERAL INFORMATION

Operating and parking a motor vehicle on the JU campus is a privilege extended by the University. Violation of the rules and regulations can result in suspension or revocation of the privilege to drive and park on University grounds. Surveys and traffic counts conducted on a regular basis show that on any given time of day, legal parking is available on campus. Parking includes parking, standing, or stopping. All students and employees of the University holding a valid operator's permit issued by the Division of Licensing in their state, are permitted to operate and park properly registered motor vehicles on campus. All persons who operate a motor vehicle on campus are expected to comply with all traffic and parking regulations. A person who registers a vehicle is responsible for ensuring that the vehicle is operated in compliance with all traffic and parking regulations. For example, the registered owner of a vehicle will be held responsible for any parking citations received by someone who is operating the vehicle or allowed to utilize his or her issued permit. **These regulations apply all year long, 24 hours per day, including academic breaks and in all weather conditions. Permits/decals remain the property of Jacksonville University and are not transferable between vehicles or persons.**

## REGISTRATION REGULATIONS

- ▶ Temporary permits may be issued for up to 14 days in the event of issues with obtaining a registration, purchase of new vehicle or temporary guest. If extenuating circumstances exist please consult with a campus security supervisor.
- ▶ All vehicles parked on campus by students and employees must be registered with the Campus Security Office and must display a current parking permit. Employees and students are allowed one permit/decals. Shared vehicles are allowed one permit/decals only.
- ▶ All persons registering a vehicle must bring their JU I.D. and vehicle registration to the Campus Security Office located at the Green Street entrance during the hours of 7 a.m. – 6 p.m., daily (extended hours at the beginning of each semester).
- ▶ **Permits/decals or hangtags are not transferable. All student permit/decals must be affixed to the interior of the vehicle driver's side lower corner of the front windshield. Employee hangtag/permits must be hung from the vehicle's rear view mirror where they are in plain view.** Failure to display the permit properly will result in a parking citation. The permit is issued to an individual and therefore any violations attributed to the permit become the individual's responsibility. Please keep this in mind when you loan your vehicle to someone else.
- ▶ Registration forms are available on-line and may be completed and printed prior to coming to Campus Security. To access the online form go to WebAdvisor.
- ▶ If your permit/decals or hangtag is lost or taken, a new decal must be obtained from the Campus Security Office as soon as possible. If a new decal is not obtained, you will be held responsible for any citations associated with that permit/decals.
- ▶ A change in a student's residency, enrollment status, vehicles, or vehicle's state registration requires students to obtain a new parking permit or remove a parking permit based on their new status.
- ▶ **All student parking permits will expire on August 31, 2020.**
- ▶ A damaged or defective permit/decals or hangtag will be replaced at no charge if returned to the Campus Security Office.

## TRAFFIC REGULATIONS

- ▶ Traffic rules and regulations and directive signs governing the operation and parking of motor vehicles are in effect at all times unless specifically limited by the Campus Security Office.
- ▶ Motorists must yield the right of way to pedestrians and bicyclists.
- ▶ All vehicles must comply with the posted speed limits on campus. The speed limit is 15 mph for all roadways. The speed limit in all parking lots is 10 mph or less depending on traffic conditions.
- ▶ Driving on sidewalks, paths, on grass, or off-road is prohibited. Parking on roadways, fire lanes, service driveways, sidewalks, paths, grass, off-road, or along any curb is prohibited.

- ▶ Tearing down, altering, defacing, or removing any sign or traffic control device including traffic cones is prohibited. Acts as described may subject the offender to administrative sanctions or criminal prosecution.

## PARKING REGULATIONS

- ▶ Parking on the Jacksonville University campus is only permitted in marked parking spaces in authorized parking lots. All parking lots are marked with color coded signs designating which permit(s) may park in the lot. Parking designations are enforced from 7 a.m. – 5 p.m., Mon – Fri. Parking designations are: **Employee (E); Resident Student (R); Commuter (C); Orthodontics Students (C); Visitor (V); Patient (O); and Residential Life (RL)**
- ▶ The absence of NO PARKING signs does not imply that parking is allowed. Before parking in an area that is questionable, call the Campus Security Office at 904-256-7585. Parking in designated parking lots is restricted to the marked spaces only. Vehicles parked outside of marked spaces, in handicap spaces, Purple Heart spaces and/or along curbs (painted and unpainted) are subject to being issued a citation and/or towed.
- ▶ Parked vehicles must not obstruct access ramps, loading zones or traffic, or obstruct access by any emergency vehicle such as fire department, emergency medical services, or police. Parked vehicles cannot interfere with normal University operations or create a hazard. Vehicles parked in such a manner are subject to being issued a citation and towed. **The City of Jacksonville Parking Enforcement Division may also enforce parking regulations on campus such as; handicapped parking, fire lane, and expired license plate violations.**
- ▶ If your vehicle is disabled, contact the Campus Security Office at 904-256-7585 for assistance. Abandoned vehicles will be cited and towed away at the owner's expense.
- ▶ All person(s) must comply with the posted parking time limits where designated. The 15 minute parking spaces are enforced 24/7.
- ▶ Repairs to vehicles parked on campus such as oil changes, or other mechanical work are not permitted.
- ▶ The University parking map, located on the reverse of this page, as well as signs throughout the campus indicate where students with current permit/decals are permitted to park. Signs may be damaged, destroyed, or temporarily moved, so the provided map should be regarded as the governing document as it relates to parking lot designation.
- ▶ **Students are not permitted to park in any parking space marked Employee or Visitor during the hours of 7 a.m. – 5 p.m., Mon. – Fri. year round. Students are not permitted to park in any Reserved space 24/7 year round.**
- ▶ **Special parking permission cannot be given by faculty, coaches, or staff members.**
- ▶ **Student workers must park in their designated areas - not in Employee parking.**
- ▶ Visitor/Alumni parking spaces are not to be used by alumni that are current students.
- ▶ Resident students with current parking decals are authorized to park in the designated parking areas of the residence halls, parking garage or apartments as indicated on their permit and the map on the reverse of this page. (Example: Green R on south campus, Yellow R in apartment lots, and Blue R in North Hall lots.)
- ▶ Employees are permitted to park in designated areas around campus.
- ▶ Wilma's Little People's School: Reserved parking. No parking between 7 a.m. – 5 p.m., Mon. – Fri.
- ▶ **Holiday Parking:** Any request to park on campus during holiday breaks or during the summer must be made in advance in writing and must be approved by the Director of Campus Security.
- ▶ For temporary disabilities, contact the Disability Coordinator in the Student Life office.

## MOTORCYCLES & BICYCLES

- ▶ All motorcycles operated and parked on the JU campus must be registered and display a valid JU parking decal. Decal placement on motorcycles can offer special challenges. As a general guideline, the decal can be placed on the windshield or on one of the front forks. If one of these solutions does not work for your particular model, contact a security supervisor for further guidance.

- ▶ All traffic regulations apply to motorcycles.

- ▶ Bicycles may only be parked in bicycle racks. Bicycles shall not be chained to railings, handicap access ramps, trees, light or sign posts, or entrances to buildings. The Campus Security Office will impound bicycles left in these locations. The owner of the bicycle may be subject to fines for improper parking. Bicycles are not permitted in the University buildings.

- ▶ All bicycles are required to be registered with the Campus Security Office. Registration for bicycles is free of charge and involves the collection of the bicycle's identification information. A JU bicycle decal will be issued and affixed to front forks on the bicycle. All Bicycles will be removed from campus one week after Commencement. Any bicycle left behind will be considered abandoned and become property of the University.

## BOOTING OR TOWING OF VEHICLES

Vehicles are subject to booting or towing at the owner's expense for the following reasons:

- ▶ Unauthorized parking in reserved, prohibited, or handicapped spaces
- ▶ Obstructing vehicular or pedestrian traffic
- ▶ Parking as to interfere with University operations or creating a hazard to people or equipment
- ▶ Parking in a fire lane or blocking a fire hydrant
- ▶ Parking in a maintenance zone, loading dock area or blocking a gas delivery access road
- ▶ Parking on campus after driving or parking privileges have been suspended or revoked
- ▶ Disabled or abandoned vehicles will be towed if left unattended or unremoved for two weeks and immediately if the vehicle does not display a registration plate and/or a parking permit.
- ▶ Unpaid traffic fines
- ▶ Displaying an altered, stolen or counterfeit parking permit
- ▶ Failure or refusal to register a motor vehicle with the University

## SPECIAL EVENTS/MAINTENANCE

The Campus Security Office has the authority to close streets, parking lots and individual spaces to facilitate University special events or to perform necessary maintenance.

## VISITOR'S PARKING

Visitors coming to the University are required to request a one-day visitor parking permit from the Campus Security Department located at the Green Street entrance to the University. These permits are free of charge to visitors. Employees and students are not permitted to use a visitor parking permit.

## TEMPORARY PERMITS

Temporary permits are issued to employees and students who are temporarily using a vehicle that is not registered or normally used for transportation to the University. These permits are issued for a maximum of two weeks and may not be used to avoid properly registering a vehicle or to park in a parking lot where it would not be allowed.

## VIOLATION PAYMENT PROCEDURE

- ▶ Fines may be paid during normal business hours at the cashier's window in the Howard Administration Building. You must have the citation(s) with you to pay.
- ▶ Fine amounts will automatically be placed on student accounts or be deducted from an employee's pay if payment is not received at the cashier's window.
- ▶ In case of an unattended vehicle, the registered owner of the vehicle (or permit) will be responsible for the fine. If no permit is present, the registered owner of the vehicle will be responsible.
- ▶ Unpaid fines may result in a hold on accounts prohibiting registration.

Download the **JU Mobile Safety App** for a digital copy and more information from Campus Security



## ORTHODONTICS PATIENT PARKING

- ▶ The parking lot located at the Brooks Rehabilitation College of Healthcare Sciences Building (Lot O) is reserved for Orthodontics patients/visitors only.
- ▶ **Employee and Student Parking is prohibited.**

## APPEAL PROCESS

The Appeals Committee is comprised of a rotating membership of student, staff and faculty volunteers who take their personal time to review appeals. This committee meets independently apart from the Campus Security Department. The decisions of the Appeals Committee are final. Decisions of the Appeals Committee are not an endorsement of the particular driving or parking behavior of an individual who is cited for violation of the parking rules and regulations but is a decision based on the totality of circumstances and the specific conditions presented by the campus security officer and the appellant. Only those with valid JU parking permits may go through the appeals process. The appeal must be filed within 15 calendar days of the date the citation was written. Appeals submitted after this deadline will not be considered. The grounds for filing the appeal must be that you were not in violation of the parking rules, not that you do not agree with the rules or fine amount.

- ▶ Appeals must be submitted on the appropriate form available in the Campus Security Office located at the Green Street entrance (first right turn). The citation must be attached to the appeal. Appeals will not be considered if you do not have the citation. Verbal appeals will not be considered.
- ▶ When submitting your appeal, make sure that your correct mailing address or JU box number is included and legible.
- ▶ The Appeals Committee will review the appeal and a written copy of the decision will be sent to the address listed on the appeal.
- ▶ If the appeal is dismissed, the citation charge will be removed from the account. If the appeal is upheld, the original or any reduced fine must be paid.

## FINES AND VIOLATIONS

**Below is the list of fines and violations. These are also listed on parking citations.**

- Parking in fire lane .....\$50 + Towed Vehicle
- Speeding/Reckless Driving.....\$50
- Handicap/Disabled violation .....\$250 + Towed Vehicle
- Vehicle not registered.....\$25
- Expired or improper display of decal.....\$15
- Failure to stop at the traffic booth as directed .....\$50
- Parking in prohibited zones .....\$25 + Towed Vehicle
- Parking on a roadway .....\$50 + Towed Vehicle
- Driving wrong way in traffic circle .....\$50
- Restricted Area .....\$25
- Parking outside of marked space/taking up more than one space .....\$25
- Displaying counterfeit decal.....\$50 + Towed Vehicle
- Booted Vehicle .....\$50
- Exceeded Time Limit.....\$25 + Towed Vehicle
- Other Violations of the Rules & Regulations .....\$25