

Shepherd University Board of Governors  
June 9, 2005  
Agenda Item No. 4

## **POLICY 30 PARKING AND TRAFFIC CONTROL**

A draft policy on Parking and Traffic Control was distributed for public comment in April. Several comments were received, and the draft has been amended to reflect that notice of the campus parking regulations will be distributed to students as well as employees and to expressly recite the amount of the penalties for violations. The ten dollar penalty proscribed in this policy is currently the maximum amount permitted by statute.

West Virginia Code §18B-4-6 authorizes the establishment of institutional parking and traffic control rules for the campus and requires the establishment of a Board Policy providing for such rules.

This Policy would authorize the President to promulgate parking and traffic regulations and to amend them from time to time, with reasonable notice to the campus community. Any change in the amount of the fee for a parking decal would be subject to Board approval. The Parking Decal fee in fall 2005 will be \$32.

The following resolution is recommended for adoption by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves Policy 30, *Parking and Traffic Control*, as presented in the agenda book, to become effective immediately.

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 30**

**TITLE: PARKING AND TRAFFIC CONTROL**

**SECTION 1. GENERAL**

- 1.1 Scope - This policy establishes rules relating to the establishment and enforcement of parking and traffic control regulations on any premises owned by Shepherd University.
- 1.2 Authority - West Virginia Code §18B-1-6, §18B-4-6
- 1.3 Effective Date –

***SECTION 2. GENERAL PROCEDURES FOR ESTABLISHING REGULATIONS***

- 2.1 The Board finds that the effective regulation of parking and traffic flow on the premises of Shepherd University requires adaptability to changing conditions on the University campus. Therefore, the Board hereby delegates to the President of the University, subject only to the provisions of statute and this policy, the authority to promulgate rules and regulations relating to the management of parking of vehicles and of speed and flow of vehicles on premises owned by Shepherd University, and such amendments thereof as may be necessary and proper.
- 2.2 To the extent reasonably achievable, parking and traffic control regulations shall be set annually for each fiscal year, and published on or before each June 1 for the following fiscal year. However, amendment of these regulations may be adopted by the President at any time deemed necessary.
- 2.3 The President, or President's designee, shall make proposed changes in such regulations known to the campus community by posting the draft on the institutional internet web-site and by notice to all employees and students which may be by written memo or by email to all employees and students, and will provide a reasonable opportunity for comment prior to implementing such amendments. Changes in the parking regulations shall be made in a manner that is consistent with the Campus Master Development Plan.

- 2.4 The Board reserves to itself the authority to amend the amount of fees for parking privileges. The fine associated with violations of the institutional regulations shall be \$10 for each separate offense; provided, however, that a violation involving a handicap parking space shall result in such fine as is provided by WV Code.

*SECTION 3. SPECIFIC RULES RELATING TO PARKING*

- 3.1 Any personal vehicle parked on Shepherd University premises, if not parked at a parking meter, must display either a permanent (ie, annual) or temporary parking permit decal, which shall bear a unique number which identifies the registrant in the records of the Office of Public Safety.
- 3.2 The parking regulations do not apply to state-owned vehicles or to commercial vehicles owned by businesses conducting business with Shepherd University.
- 3.3 All parking decals shall be issued by, or under the coordination of, the Office of Public Safety.
- 3.4 Temporary parking permits shall be issued without charge for persons with an occasional need for parking on campus, but for periods not to exceed two weeks. Renewals of a temporary parking permit shall be at the discretion of the Office of Public Safety, but only as necessitated in the interests of equity.
- 3.5 Each parking decal shall have adhesive on one side to permit the decal to be affixed to the registered automobile in such manner as will be described in the regulations, and the University may establish different rules as to the display of employee and student decals.
- 3.6 The following shall constitute a violation subject to a \$10 fine:
- A. Blocking fire lanes, driving lanes, fire hydrants, building entrances, or specially reserved parking spaces.
  - B. Parking or riding any motorized vehicle in campus buildings, except a vehicle garage.
  - C. Parking, storing or using mobile trailers or truck-mounted campers on campus except when directly associated with the unloading or loading of a resident-student's belongings.
  - D. Crossing or removing any barricade or established barrier to vehicles.
  - E. Failure to display a parking decal.
  - F. Parking in a zone not authorized by the displayed parking decal.

- G. Failure to move a vehicle when directed to do so for maintenance or snow removal purposes.
- H. Driving or parking in grass or on sidewalks or in any “No Parking” zone.
- I. Failure to park within marked spaces.
- J. Display of a decal on a vehicle other than the vehicle to which the decal was issued.

*SECTION 4. SPECIFIC RULES RELATING TO TRAFFIC FLOW*

- 4.1 The maximum speed limit on the University premises shall be 15 miles per hour. All vehicles shall be operated in conformity with any posted signage and/or street paintings providing directions to operators of vehicles.