

UNIVERSITY of



DAYTON

## Policy on Parking Services

Effective Date: January 1994

Approval: December 17, 2015;  
University President

Maintenance of Policy:  
Department of Public Safety

**PURPOSE:** Parking Services supports the University's academic, research, and service objectives by providing quality customer service, efficient management of campus parking facilities, a fair assignment process, consistent enforcement, and safe, convenient and orderly access to campus parking lots for faculty, staff, students and visitors.

Parking Services provides resident students convenient transportation to restaurants, stores and other businesses on Saturdays during the academic year, provides convenient, safe transportation within the campus for students with disabilities, and provides assistance to motorists experiencing problems with their vehicles in the University area.

**SCOPE:** Faculty, Staff, and Students

### POLICY:

- I. Parking Services plans, directs and manages parking and transportation operations and finances. To ensure the efficient and orderly management of the University of Dayton's parking facilities and transportation programs, the Director of Parking Services is responsible for the following.
  - A. Parking permit sales and issuance.
  - B. Parking lot assignments for faculty, staff, and students.
  - C. Management of visitor centers and visitor/contractor/special event parking.
  - D. Coordination with Facilities Management for lot maintenance and parking lot signage.
  - E. Enforcement of parking regulations, including collection of fines.

### REFERENCE DOCUMENTS:

1. Department of Public Safety Website
2. Parking Committee Charge
3. University of Dayton Citation Appeals Board
4. Appendix A: Procedures and Additional Information
5. Appendix B: Citation Appeals

### POLICY HISTORY:

Approved as amended  
December 17, 2015

Approved as amended  
September 5, 2000

Approved as amended  
January 3, 1996

Approved in its original form  
January 10, 1994

POLICY (continued):

- F. Maintenance of detailed parking regulations, to be published on the Department of Public Safety web site.
- G. On campus transportation services for students with disabilities.
- H. Weekend shuttle service to area shopping facilities.
- I. A bicycle registration program.

**II. ENFORCEMENT.** The Department of Public Safety (Police and Parking Services) is authorized to issue citations, immobilize or tow, at the owner's expense, any vehicle that is in violation of established rules and regulations, or to relocate a vehicle if necessary to provide for adequate traffic flow and/or emergency vehicle access.

The Director of Parking Services will publish a list of violations for which a vehicle may be cited and establish a fine schedule commensurate with the severity of the violation. It is the personal responsibility of every employee, student, and visitor to familiarize themselves with and follow the parking policies.

**III. PARKING COMMITTEE.** The Parking Committee will convene as required to represent community interests regarding Parking Services. Specifically, the Parking Committee will perform the following.

- A. Serve as an advisory board to the Director of Parking Services and will make recommendations regarding appropriate changes in procedures.
- B. Review parking lot assignments and the overall satisfaction with parking conditions on campus.
- C. Review enforcement practices and recommend improvements as needed.
- D. Review the condition of and make recommendations for improvements, expansion, or addition of parking facilities.
- E. Appoint members to the Parking Appeals Committee.

The Parking Committee will consist of six members, including faculty, staff, and students, who will serve three year terms (students one year term). One member will be elected as the committee chair. One member will be elected as the co-chair, who will serve as the chair during the absence of the elected chair. Three voting members constitute a quorum. The Executive Director of Public Safety/Chief of Police, Director of Parking Services, and Assistant Director of Parking Services will serve as ex officio board members.

POLICY (continued):

**PARKING APPEALS.** The Parking Appeals Committee will convene as required during the academic year to review and adjudicate appeals of parking citations. The committee will be comprised of six members, including faculty, staff, and students who will serve three year terms (students one year term), with three voting members constituting a quorum. The Parking Appeals Committee will function according to the procedures outlined in the current version of “University of Dayton Citation Appeals Board” as ratified by the Parking Committee and may make grant or deny an appeal.

**IV. APPEALS.** Appeals of this policy should be directed to the Director of Parking Services.

## APPENDIX A

### Procedures and Additional Information

#### PERMITS AND ASSIGNMENTS

##### I. Permit Display

- A. All vehicles parked on University property must display a valid UD parking permit
- B. No permit is required 7:30pm-6:00am weekdays and anytime during weekends.
- C. Permits must be suspended from the rearview mirror.
- D. Sticker permits are available for convertibles and motorcycles and must be attached to the vehicle.
- E. Permits are transferable by their owners from one vehicle to another, but not transferable from one person to another.
- F. When permits are forgotten, a one-day pass must be obtained from a Visitor Information Center or at Parking Services Office.
- G. Citations issued to a vehicle displaying a University permit are the permit owner's responsibility. Misuse of a permit will result in a fine totaling twice the amount of an annual fee for a permit, vehicle impoundment, and loss of annual parking privileges.

##### II. Hours of Parking

- A. Permit holders must park in assigned lots M-F 8:30 am – 4:00 pm.
- B. Permit holders may park in any single letter lot M-F 4:00 pm – 8:30 am.
- C. No permit is required in single letter lots M-Th 7:30 pm – 6:00 am, any time during weekends F 4:30 pm – M 6:00 am, and during University Holidays (when UD offices are closed).
- D. During weather related closures, a permit holder wishing to park in another lot, or a non-permit holder, may request a permit from the visitor center to park in a single letter lot (if the lot is clear).
- E. 24-Hour Restricted Parking includes:
  - i. Double Letter Lots
  - ii. Disability Spaces
  - iii. Fire Lanes/Red Zones
  - iv. Marianist Spaces

##### III. Assignments

- A. **Employees** are assigned parking according to hire date and building information provided by Human Resources. Human Resources will add all employees with current parking permits to the waiting list automatically. As space becomes available, employees on the waiting list will be notified by Parking Services.
- B. Employee permits will be honored in Lot S2 at any time.
- C. **Commuter students**, including Graduate Students and Graduate Assistants, will be sold permits for the designated commuter lot, or a Night permit if class is after 4:00 pm.
- D. **Night permits** are valid 4:00 pm – 8:00 am. During summer sessions only, Night permits are valid at any time in any student lot.

- E. **Resident students** - First year residential students will not be permitted to bring vehicles to campus. Upper class students in UD Residential Housing will be sold permits on-line, with priority given according to class. Permits will be sold based upon space availability.
- F. **UD House Permits** will be issued to students who live in houses posted as "UD House Permits." Residential Properties will issue the permits free of charge. UD house permits are valid only in the assigned lot at all times. Parking is allowed on hard surfaces only, such as blacktop and concrete. Vehicles parked on grass or dirt will be cited or towed.

#### IV. Disability Parking

- A. All vehicles must display a University permit along with the state disability placard when utilizing a University disability space.
- B. University disability permits are sold **only** to faculty, staff, and commuter students with disabilities, and are valid in ANY disability space on campus. Those requesting disability permits are required to provide Parking Services with a copy of their state disability placard for verification.
- C. Permit holders with a temporary disability may present a doctor's statement to obtain a temporary permit for a short time period. The doctor's statement should NOT include medical information, but that closer parking is required. A short term temporary permit (up to four weeks) may be issued for closer parking (in a non-disability parking space.) A State temporary disability placard is required in order to receive a temporary permit for an extended time period.
- D. Disability placards are not valid for residential student lots, unless assigned.
- E. All disability parking spaces and zones are enforced 24 hours daily, 7 days a week.
- F. **Commuter students** with disabilities may purchase a University disability permit.
- G. **Residential students** will be sold regular permits to park in a resident student lot. As a general rule, resident students with disabilities are not sold disability permits. A free escort service is provided by Parking Services. To receive priority, contact Parking Services prior to applying on-line.
- H. A disabled **Visitor** may stop by the Visitor's Center located on campus to obtain a temporary disability permit.
- I. Disability parking permits are not valid in reserved parking spaces.
- J. **Students with temporary disabilities** and/or medical conditions may present a doctor's statement to the Office of Learning Resources for review. OLR Disability Services staff will review the information and send a recommendation to Parking Services.
  - i. A short term temporary permit (up to four weeks) may be issued for closer parking (in a non-disability parking space.)
  - ii. A State Temporary disability permit is required in order to receive a temporary permit for an extended time period in a disability parking space.
- K. Student's who believe their circumstances require an exception to the parking policies outlined above, may contact the UD Office of Learning Resources (OLR) to discuss their needs. OLR Disability Services staff will review the information and send a recommendation to Parking Services.

- V. **Holiday Parking.** Students who need to bring vehicles to campus during holidays must make arrangements with Parking Services prior to the holiday break. Requests will be accommodated if possible on a first-come, first-served basis, considering space availability.
  
- VI. **Registration**
  - A. Parking permits must be purchased and registered on-line at <http://parking.udayton.edu>.
  - B. All citations must be resolved prior to purchasing a permit.
  - C. Deliberately falsifying information to obtain a permit, possession of a stolen permit, or the theft, alteration or misuse of a permit will result in a fine totaling twice the amount of the annual fee for a parking permit, vehicle impoundment and the suspension of annual on-campus parking privileges.
  - D. Parking Services will publish permit sale schedules on the Parking Services website.
  - E. Anyone who needs to park in a University parking lot beyond two consecutive weeks or more than three times per month must purchase a permit.
  
- VII. **Cost**
  - A. Annual permits are valid August to August.
  - B. Night permits are sold at reduced fees.
  - C. Second semester permits are sold the beginning of January.
  - D. All-year motorcycle and motor-powered bicycle permits are sold separately or for a nominal fee to permit holders.
  - E. Monthly permits can be purchased by the individual or department for temporary employees, volunteers, contractors, and vendors who require short term parking.
  
- VIII. **Refunds**
  - A. Permits returned within two weeks from the date of purchase will receive a full refund, less citations due.
  - B. After December, permits must be returned to Parking Services within the first two weeks of Spring semester for a half price refund, less citations due.
  
- IX. **Overflow Parking**
  - A. When designated lots are full one must proceed to an overflow lot.
  - B. If space is not available in the assigned lot, community members should report this to Parking Services or Public Safety (during non-business hours). Vehicles will be cited or towed.
  
- X. **Special Parking Areas**
  - A. **Reserved Lots** – Marked by double letters, are restricted at all times to assigned permit holders only. Violators may be towed.
  - B. **Delivery Zones** – Marked 15/30 minute delivery zones are the only legal delivery areas on campus and are for 15/30 minute parking only. While parked in such areas, four-way flashers must be on. Any vehicle parked in a 15/30 minute loading zone for more than one hour is subject to impoundment.
  - C. **Disability Spaces** – These spaces are available only to those with a state disability placard and designated UD disability parking permits. Vehicles without the appropriate permit displayed may be towed.

- D. **Motorcycle / Motor-Powered bicycles** – All motorcycle and motor-powered bicycles must be parked in the special areas designated for such vehicles. Motorcycles may utilize the 15/30 minute delivery zones without flashers; however, it will still be limited to the posted time.
- E. **Roadways** – May never be used for parking without written authorization from Parking Services. All roads on the UD campus are considered fire lanes and must be kept unobstructed and available to emergency response vehicles at all times. Access to fire hydrants must also be maintained at all times. Any vehicle presenting a hazard by obstructing a fire lane or fire hydrant will be towed immediately.

**XI. Lost or Stolen Permits**

- A. If a parking permit is lost or stolen, anyone may purchase a replacement permit, at Parking Services. A reduced amount will be charged for the first replacement. A full permit fee (the total being charged for a new permit) will be charged for any replacement permit purchased thereafter. The replacement charge for a summer permit will be one half the cost of the original permit fee.
- B. **If a copy of a Police Report for a stolen permit is provided, the fee may be waived.**
- C. If a vehicle is found parked with a stolen permit displayed, the vehicle will be impounded.

**XII. City of Dayton Parking Regulations for Neighborhood**

- A. UD has placed RED marks on curbs designating the distance a person can legally park from the “stop signs” and “crosswalks”. This will provide a reference point on the curb to help students define where they can legally park. RED marks have been painted 30 feet from the stop signs and 20 feet from crosswalks in compliance with legal limitations.

**XIII. Lot Maintenance and Snow Removal Policy**

- A. Parking Services notifies Facilities Management of any maintenance or design needs.
- B. Facilities Management is responsible for lot maintenance and snow removal in parking lots.
- C. When weather conditions require University property to be plowed, vehicles may be TOWED in the following circumstances:
  - i. Vehicles parked on University property without a permit
  - ii. Vehicles parked in "15/30 minute delivery zones" located next to residential halls
  - iii. Vehicles parked on roadway without authorization
  - iv. Vehicles parked in front of ramps/curbs/bollards
- D. During times the University is closed due to weather related conditions, a permit for another lot may be obtained from the visitor center if that lot has been cleared. A non-permit holder may request a permit from the visitor center.

**XIV. Visitors and Events**

- A. A parking permit is required for visitors in visitor spaces weekdays 6:00 am - 7:30 pm.
- B. Visitors can obtain a permit at the visitor centers or at Parking Services.
- C. Visitors parking beyond two consecutive weeks or for more than three times per month must purchase a permit.
- D. Employees and students are not permitted to park in visitor spaces.
- E. For group events, contact Parking Services to make arrangements or complete the “Request Form for Guest/Event Parking” available online.
- F. Delivery spaces are available for short term parking.
- G. Visitors may obtain a temporary disability permit from the visitor center or Parking Services. A copy of a state disability placard for verification is required.

**XV. Visitor Parking at River Campus**

- A. A parking permit is not required for visitors in visitor parking spaces
- B. Employees and students are not permitted to park in visitor spaces.
- C. For visits more than three days, contact parking services for arrangements.
- D. For group events, contact Parking Services to make arrangements.

**XVI. Contractor / Vendor Parking**

- A. Contractors/vendors parking on University property must display a parking permit.
- B. Temporary permits can be obtained at the visitor centers or at Parking Services
- C. Vehicles parking beyond two consecutive weeks or for more than three times per month must purchase a permit.
- D. Monthly permits can be purchased by the individual or department for contractors/vendors, for those requiring short term parking.
- E. Permits are not required for:
  - i. Delivery Vehicles parked in loading dock or delivery areas
  - ii. Freight trucks
  - iii. Public service vehicles
  - iv. Vehicles defined as “all company or private vehicles” used to conduct business on campus.

**XVII. Monthly Permits**

Monthly permits can be purchased by the individual or department for temporary employees, volunteers, contractors, vendors, or those requiring short term parking.

**TRANSPORTATION SERVICES**

**I. Saturday Shopping Shuttle**

- a. The Saturday Shopping Shuttle provides free transports to students Saturdays from 11:15 am to 4:00 pm. Signs have been posted to identify each stop on campus. The shuttle will circle campus using a clockwise loop around campus with scheduled stops at Lot-A, rear of Marycrest, rear Virginia W. Kettering, SW corner of Stuart Hall, Marianist/Founders Hall, Campus South and the McGinnis Center. From the McGinnis Center the bus will proceed to Governor's Place and

Walmart on Dorothy Lane and S. Dixie. The bus will depart from Walmart on the hour and the last bus from Walmart will leave at 4:00 pm.

- b. A shuttle schedule schedule is available on the Parking Services website:  
[http://www.udayton.edu/publicsafety/parking/transportation\\_services.php](http://www.udayton.edu/publicsafety/parking/transportation_services.php).

**II. Medical Escorts**

Medical escorts are provided free of charge to resident students with disabilities. Arrangements can be made by contacting Parking Services.

**III. The Motorist Assistance Program (MAP)**

The MAP is provided free-of-charge by Parking Services to community members who are parked on University property and experience a problem with their vehicle. Services include:

- i. Battery booster service
- ii. Escort to obtain gas
- iii. Vehicle unlock service

**ENFORCEMENT**

**I. Citations**

- a. Citations will be issued for parking:
  - 1. Without a permit
  - 2. In an area not marked for parking
  - 3. In the wrong lot during restricted times
  - 4. In more than one space
  - 5. Illegitimately in an area marked for persons with disabilities
  - 6. Without properly displaying a permit
  - 7. In a delivery zone overtime
  - 8. In a delivery zone without using flashers
  - 9. With a stolen, forged, or altered permit
  - 10. Deliberately falsifying information to obtain a temporary permit
  - 11. In possession of a revoked permit

**II. Citation Payments**

- a. Citations may be paid by mail, on-line or at Parking Services. A drop box is available at the Public Safety dispatch window for payment during non-business hours.
- b. Citations will double if not paid within 14 days.
- c. Payment is required to appeal.
- d. All change must be rolled with the customer's name and phone number printed on it. No more than a total of one (1) roll of coins will be accepted per customer per day.

III. **Impoundments**

- a. A vehicle is subject to be impounded (towed or immobilized with a wheel lock) at any time if it is found parked:
  - 1. With three or more unpaid citations
  - 2. Illegally in an area marked for persons with disabilities
  - 3. Illegally in an area marked for Marianist parking
  - 4. Illegally in a loading zone
  - 5. Illegally in a reserved/designated space
  - 6. On a roadway without authorization
  - 7. So that it impedes the flow of traffic
  - 8. In a tow-away zone
  - 9. With falsified registration
  - 10. With a stolen, forged, altered, revoked, or misused permit
  - 11. Without meeting minimum State of Ohio operating standards and is deemed hazardous
  - 12. Parked on grass or dirt areas
  - 13. Parked in a 15 minutes delivery zone for more than an hour
  - 14. As a general rule towing is an extreme measure taken during periods of heavy demand to ensure available parking spaces for valid permit holders. During such times a vehicle may be towed if it is found parked:
    - i. Without a permit
    - ii. In a space not designated for parking
    - iii. In the wrong lot during restricted times
    - iv. In a delivery zone overtime

IV. **Retrieving An Impounded Vehicle**

- a. Contact Parking Services during business hours for instructions on retrieving a vehicle.
- b. Contact the Public Safety dispatcher after normal business hours and weekends.
- c. Personal checks will **not** be accepted as payment for immobilized or towed vehicles. Impounding expenses are the responsibility of the impounded vehicle's owner. No impounded vehicle will be released until all outstanding citations are resolved.

V. **Parking Map**

- a. A parking map is available on Parking Services website:  
[http://www.udayton.edu/publicsafety/parking/parking\\_map.php](http://www.udayton.edu/publicsafety/parking/parking_map.php)

**BICYCLE REGISTRATION**

All bicycles must be parked on bicycle racks and cannot be chained to hand-rails, posts, fences, etc. All bicycles operated or parked on the university campus by students, faculty, or staff must be registered with the University Department of Public Safety. There will be no charge for registration.

## APPENDIX B

### Citation Appeals

A parking violation may be appealed through the Citation Appeals Board within the required time from date of issuance of the citation. Forms for appeal are available at Parking Services, the visitor centers, and on-line at <http://parking.udayton.edu>.

Citations must be paid before an appeal is accepted. Fines will double if not paid within 14 days after issuance of the citation. Individuals holding a valid permit to park in the area in which they were cited should contact Parking Services before submitting an appeal.

#### I. Citation Appeals Board

- A. The board shall consist of the following members:
  - Two faculty representatives,
  - Two staff representatives,
  - Two students, and
  - One non-voting member from Parking Services.
- B. A quorum shall consist of three voting members of the board.
- C. Members of the board are appointed by the Parking Committee.
- D. The term served by members of the board begins each September and lasts three years for faculty and staff members, and one year for students. Members may be reappointed to serve successive terms.
- E. A chairperson will be chosen at the first meeting each year by a majority vote of the members of the board present. The chairperson will vote only in case of a tie.

#### II. Appeal Procedures

- A. Initiating Appeal
  - 1. The issue in an appeal is whether or not the cited regulation was violated. It is not valid for an individual to claim that he or she “thought it was no violation” to do what he or she did, “did not mean to” violate a regulation, or “saw other vehicles doing the same thing,” or “did not know.”
  - 2. Citations must be paid before an appeal is accepted.
  - 3. A person wishing to appeal a citation may obtain a “Statement of Appeal” form from the Parking Services office. The form must be completed and returned to the Parking Services office within eight days of the date of issuance of the citation.
  - 4. The appeal should include all pertinent information about the circumstances of the cited offense, as well as the basis for requesting dismissal of the charges.
  - 5. Failure to file the completed “Statement of Appeal” form within the prescribed eight days shall constitute a waiver of the right to appeal the violation notice.
  - 6. The Parking Services office will have the authority to grant waivers of citations.

B. Processing Appeals

1. When a “Statement of Appeal” is received, it will be forwarded to the chairperson for the board’s review and determination.
2. The board’s decision will be made on the basis of the information presented in the “Statement of Appeals.”
3. Written notice of the action of the Citation Appeals Board will be mailed to the person bringing the appeal within seven days of the action of the board.
4. If the written appeal is denied, the person making the appeal will have eight days from the date of written notice of denial to request an in-person appeal. He or she does this by returning the form attached to the notice of denial.
5. Each person requesting an in-person appeal will receive notice of the time and place of the hearing at least five days prior to the hearing.
6. The person making the appeal may request the postponement of his or her hearing by presenting the reasons for such a request to the board in care of the Parking Services office at least two days before the hearing.
7. The person presenting the appeal shall have the right to call witnesses to testify on his or her behalf.
8. The board may call witnesses who have information relevant to the case at hand.
9. A board hearing will be open only to the members of the board and the person making the appeal. Witnesses will be allowed to be present only to give their testimony.
10. The board will keep a summary of the proceedings and such records will be made available upon request to the person who made the appeal. The Parking Services Office shall maintain these records.
11. Written notice of the action of the Citation Appeals Board will be mailed to the person making the in-person appeal within seven days of the hearing.
12. All information relating to the cases heard by the board shall be confidential.
13. The board shall meet frequently enough to ensure that all appeals are processed within a reasonable amount of time.
14. Decisions of the board shall be final and shall become effective immediately. If an appeal is granted, no further action is necessary.

C. Impoundment Appeals Procedure

1. A person whose vehicle has been impounded shall have the right to appeal to the Appeals Board. The hearing will determine if there was cause for impounding the vehicle. No hearing will be held unless that action is requested in writing within eight days of the impounding.
2. Citation and impoundment fees must be paid before an appeal is accepted.
3. If probable cause for impounding of the vehicle is found, the owner of the vehicle will be responsible for paying the impoundment charges.

4. If no probable cause for impounding the vehicle is found, payment shall be refunded.
5. Citations involved in the impoundment cannot be appealed unless they are within eight days of the issuance of the citation (see I.C. Initiating Appeal.)

**III. Operating procedures for the Citation Appeals Board**

- A. Parking Services will notify members of the date, time, and place of each meeting.
- B. A committee member will rotate in reading each appeal aloud to the members present at a meeting.
- C. Members of the board that have a conflict of interest in a case shall not sit in judgment of that case. The validity of alleged conflict shall be determined by a vote of the non-challenged members of the board.
- D. Members will vote to grant or deny each appeal. A vote to “Grant” indicates the appeal has been heard favorably. A vote to “Deny” indicates the appeal has been denied.
- E. The chairperson will tally the votes (voting only in case of a tie) and will maintain a record of all decisions of the board.
- F. The chairperson will document the results of the board’s decision, complete and sign the appropriate forms, and give them to Parking Services to be provided to the person making the appeal.
- G. Parking Services will notify all persons who request to make an in-person appeal of the date, time, and place of the next scheduled meeting.