

# **CAPITAL UNIVERSITY MOTOR VEHICLE REGULATIONS**

## **I. INTRODUCTION**

The operation and parking of a motor vehicle on the property of Capital University is a privilege granted to the students, faculty and staff of the University. Capital University reserves the right to make and enforce those regulations deemed to be in the best interest of the University community. Motor vehicle privileges may be denied, suspended or withdrawn at any time by the University.

## **II. PURPOSE**

The Motor Vehicle Regulations of Capital University are for the benefit of the campus community and to ensure:

1. Safety and protection of all persons and property on the campus.
2. Ensure optimum use of campus roads and parking areas.
3. Provide service and emergency access to all parts of the campus.

## **III. REGISTRATION**

1. Every motor vehicle operated or parked on the property of Capital University by a student, staff or faculty member must be registered with the Public Safety Office and display a valid permit.
2. Registration and display of a valid permit must take place within forty-eight (48) hours of a motor vehicle's first use of a University parking facility.
3. The registrant is responsible for all violations of these regulations regardless of who is operating the vehicle at the time the violation occurs.
4. Daytime guests and/or visitors to campus must register their vehicles at the Public Safety Office. They will be issued a visitor permit at no charge.

*Note: A person enrolled in any University-sponsored program or course of instruction, using Capital University facilities and/or faculty is not considered a visitor.*

5. All parking registrations expire at the end of the academic year, or when a student, staff or faculty member ceases to be enrolled with, or employed by, Capital University. Registration also terminates when ownership of the registered vehicle is transferred.

#### IV. PERMITS

1. Acceptance of a Capital University parking permit 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.
2. Permits must be displayed in a clearly visible location. Hang permits from the rearview mirror of an automobile/truck. Motorcycles and mopeds must be registered at the Public Safety Office. Any vehicle that fails to register or display a permit in the designated location will be considered an unauthorized vehicle.
3. A hangtag may only be displayed in a vehicle to which it is registered.
4. Issuance of a parking permit does not assure the driver of an open parking space. Lack of a space is not considered a valid excuse for violation of the regulations.
5. All permits are issued by the authority of Capital University Department of Public Safety and remain the sole property of Capital University.

**Faculty/Staff** may register up to three vehicles to which you hold title. You will be issued a **F/S** hang tag parking permit which may be used in any of your three registered vehicles. **F/S** permits may park in any **F/S** or **S** lot on main campus. *Faculty and staff dependents who are enrolled as students at the University must obtain a student parking permit.*

**Resident Students** of sophomore status, enrolled in student teaching, internships, field experience, serving as resident assistants, or have proof of regularly scheduled employment that requires transportation may purchase a student **S** parking permit. Students of junior or senior status may purchase an **S** student hang tag parking permit without other qualification. Each student may register up to three vehicles to which their family holds title. This permit will allow them to park any single vehicle of the three registered in any of the student **S** lots on campus.

**Commuter Students** All commuter students qualify to purchase a student **S** permit. This may be done at the Public Safety office between the hours of 8:00 a.m. and midnight Monday through Friday.

**Capital Commons** residents only may purchase a **D** parking permit. This allows them to park in the **D** parking areas that encircle the Commons apartments. **D** permits are not valid in the main campus lots until after 4:30 p.m. Monday – Friday. **D** permits may also use the main campus lots after 4:30 p.m. Friday until 7:00 a.m. Monday, or the next University business day.

**Off Campus Lot** – Freshman or sophomores with jobs in the Columbus area that require them to have a vehicle will be considered for a space in the **O** lot located on Nelson Road. The University provides shuttle to the **O** lot that leaves main campus at the top and bottom of every hour Monday thru Friday 7:00 a.m. – 9:00 p.m. and Sundays from the **O** lot back to main campus as needed from 5:00 p.m. until 9:00 p.m. From 9:00 p.m. Friday until 7:00 a.m. Monday, or the next University business day, **O** permits may park in the student **S** lot at Mound Street and Pleasant Ridge Avenue. **O** permits should never park in the **F/S** areas.

**Law School** permits will be honored in the student **S** lots on weeknights from 4:30 p.m. until 2:00 a.m. and weekends and holidays from 4:30 p.m. until 8:00 a.m. the next University business day. All other times will require a \$1.00 temporary parking pass.

**Visitors** - Between the hours of 8:00 a.m. and 4:30 pm weekdays visitors to campus may park in the visitor spaces provided in the Yochum F/S lot on the east side of Yochum Hall, or in the **D** area on the west side of the Capital Commons complex. After 4:30 p.m. visitors may park in any of student **S** lots until 2:00 am. Visitors staying longer then 2:00 a.m. must purchase a temporary permit in the Public Safety Office for \$1.00.

**Disability Parking Permits** - In extreme situations a one week disability hangtag may be issued by the Public Safety Department which is valid in the Capital Center or Cotterman Hall parking lots only.

**Permit types and cost**

Student.....	60.00 / year
Off Campus .....	60.00 / year
Capital Commons.....	60.00 / year
Temporary Student .....	1.00 / day
Visitor / Guest.....	No charge
One Week Disability.....	No charge
Student Evening II.....	30.00 / Aug. 15 <sup>th</sup>

**V. TRAFFIC REGULATIONS**

1. Operators of motor vehicles must obey all traffic signs and markings on campus and conform to all established campus traffic patterns.
2. Operators of motor vehicles must obey all directions of Capital University Public Safety Officers.
3. The maximum speed on University property is 10 MPH.
4. Operating a motor vehicle on a lawn or other planted area, walkway, or any other surface not designated for motor vehicles is prohibited. Violation of this regulation is punishable by fine, plus payment for any damages.
5. Reckless Operation: Operating a motor vehicle in any way which might endanger or harm persons or property is reckless operation and is strictly prohibited.
6. Motorcycle operators shall comply with Ohio Vehicle Code regulations at all times when operating a motorcycle on University property.

**Violation of any traffic regulation is punishable by a \$100.00 fine for each offense.**

## VI. PARKING REGULATIONS

1. Parking is permitted only in designated areas and within the boundaries of a lined parking space.
2. Between the hours of 8:00 a.m. and 4:30 p.m. when classes are in session or University offices are open, students may not park in areas designated for faculty and staff.
3. Faculty, staff and students may not park in spaces designated for visitors.
4. Parking is not permitted in restricted areas designated by NO PARKING signs, yellow curbs or yellow lines.
5. A vehicle at rest may in no way impede the flow of traffic, block service drives, loading zones, walkways or entrances or exits of parking lots.
6. Parking is not permitted in a fire lane or within fifteen (15) feet of a fire hydrant. Fire lanes are marked with painted lines.
7. Parking is not permitted on a lawn or other planted area or on a surface not designated for motor vehicles.
8. Overtime parking in restricted spaces is not permitted.
9. Parking spaces designated for handicapped parking may only be used by vehicles bearing a State- or University approved handicap permit. This is enforced seven (7) days a week, twenty-four (24) hours a day.
10. No parking against the flow of traffic.

**Any parked vehicle which represents a hazard or obstruction may be towed away at owner's expense.**

**Violation of the handicapped parking regulation (9) is punishable by a fine of \$250.00 for each offense plus tow away at owner's expense.**

**Other improperly parked vehicles shall not be considered justification for illegal parking.**

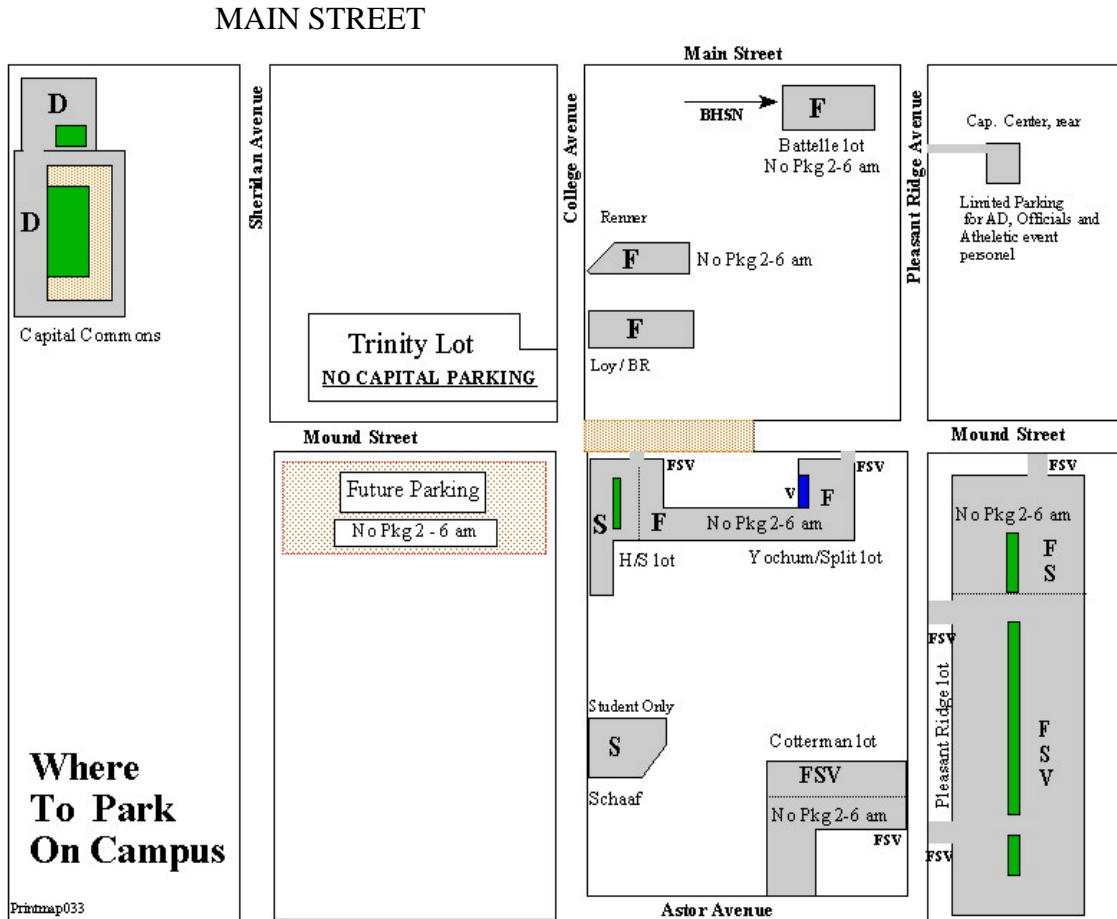
## VII. MAJOR AND PERSISTENT VIOLATIONS

1. Tampering with a traffic citation, a parking permit, or sign is forbidden and punishable by a fine of \$100.00 per offense.
2. Persistent and/or flagrant violation of the Motor Vehicle Regulations by a student will be referred to the Dean of Students and the Student Judiciary Board for further action. Parking privileges may be suspended or revoked as a result.
3. Persistent and/or flagrant violation of the Motor Vehicle Regulations by an employee will be referred to the employee's supervisor.
4. If a student, staff or faculty person whose parking privileges have been revoked continues to park a vehicle on campus, that vehicle will be towed and impounded at the owner's expense and the case referred to the appropriate University authority.

## VIII. ENFORCEMENT

1. Enforcement of the Motor Vehicle Regulations is the responsibility of the Capital University Department of Public Safety.
2. Citations must be paid at the Public Safety Office within five (5) business days of the date issued.
3. Student's unpaid fines and penalties are treated as outstanding debts to the University, and if not paid within the five (5) days allowed, are billed to the student's University account.

## IX. PARKING MAP



## X. Snow Emergencies / Restricted Lots

Several of the University lots have signs designating them as a restricted parking. These lots are signed as **No Parking 2:00 – 6:00 a.m.** This restriction is enforced seven (7) days a week for the purpose of maintaining ample open spaces for snow emergencies and/or special University events. Vehicles found in violation will be moved or impounded at the owner's expense.

## **XI. Appeals**

The following is a summary of those parts, which are basic to the adjudication process for resolving appeals of citations. The responsibility for adjudicating rests with the Public Safety Department and the Student Appeals Committee.

### **Filing an Appeal**

An appeal form may be obtained from the Public Safety office or by going to the Public Safety section of the Capital University web site and clicking on Forms. The Department of Public Safety must receive the completed appeal form within five (5) business days from the date of issue of the citation, or within seven (7) days of the date the original citation was mailed, as applicable.

Sufficient information must be given to warrant a hearing. Be specific, factual and give details. If the information is sufficient, the appeal will go through Administration Evaluation. If the information is not sufficient, the appeal will be returned.

### **Administrative Evaluation**

Public Safety will perform an administrative evaluation of all appeals. Should it be determined that a citation was written in error or mitigating circumstances can be shown, Public Safety will resolve the appeal and refund any related fees or fines.

### **Parking Appeals Committee**

The Faculty-Staff / Student Appeals Committee consist of at least three (3) and no more than five (5) members, including the chairperson. Members of the Student Appeals Committee are appointed by the Student Government and serve a one (1) year term.

The Appeals Committee will notify the Appellee of the hearing date, time and location at least three days in advance, normally via campus mail. Once notification is sent, the case will be heard whether the Appellee (or their representative) is present or not.

At the hearing the Committee may allow any additional pertinent testimony in the case; then, in private, evaluate the written appeal, a copy of the citation, the Appellee's parking history, and by majority vote render a decision in accordance with the University Parking and Traffic Regulations. **The decision of the Committee is final.**

### **Hearings**

The committee will conduct at least one (1) hearing during each semester of the academic year.