



Kutztown University Policy STU-016

Motor Vehicle Regulations

A. Purpose

The parking and operation of vehicles on campus is a privilege granted by the university to all individuals who will observe regulations for their proper and safe use. Local regulations are formulated by the University Traffic Bureau, which also functions as an appellate body.

The Department of Public Safety & Police Services is authorized to enforce these regulations. Questions or problems related to the operation of vehicles should be directed to the Director of Parking, Transportation and Security Services at parking@kutztown.edu or 610-683-4002.

B. Scope

This policy applies to all students, faculty, staff, and visitors who operate and/or park a vehicle on university property.

C. Definition(s)

Permit - An authorized decal, permit, or placard issued by, or through, the Department of Public Safety & Police Services.

Resident Permit - A permit issued to students who reside in any campus resident facility

Commuter Undergraduate Permit - A permit issued to students who reside off campus but not in the Edge, Briar Cliff or Sacony Commons communities.

Staff Permit - A permit issued to staff, faculty and emeriti of the university.

Visitor Permit - A permit issued to individuals who park a vehicle on campus and do not hold student, staff, faculty or emeriti status with the university.

Resident - A student who lives in a campus resident facility.

Resident Underclassman - A resident student who has completed less than 32 credits at the beginning of a fall semester.

Loaner Vehicle - A temporary vehicle being used by an individual who already has a vehicle registered with the University.

Medical Permit - A dashboard placard issued by the Department of Public Safety & Police Services to allow closer parking access to facilities.

Handicap Placard/Plate - A permit or other form of identification issued by the state government.

D. Policy & Procedure(s)

- I. **REGISTRATION**
- II. **VEHICULAR MOVEMENT**
- III. **ZONED PARKING AREAS**
- IV. **PARKING**
- V. **LOADING/UNLOADING & VEHICLE BREAKDOWNS**
- VI. **ENFORCEMENT, FINES & APPEALS**
- VII.

MISCELLANEOUS

I. REGISTRATION:

- a. All students, faculty, staff and visitors desiring to operate and/or park their own or family-owned motor vehicle(s) on a campus parking lot must register the vehicle(s) with the Department of Public Safety and Police Services. Students must register their vehicles online via their myKU account. After the vehicle is registered online the decal may be picked up in Old Main room 13 Monday through Friday from 8:00 AM to 4:30 PM. All faculty and staff may register in Old Main at the communication center 24 hours a day or in room 13 Monday through Friday from 8:00 AM to 4:30 PM.
- b. All students must pay to register a vehicle on campus. The cost is \$30 per semester or \$50 per year. *Students enrolled before fall 2007, who have been in attendance consecutive semesters since that time, are grandfathered into the no-fee schedule for parking.* However, they must obtain an unexpired decal.
- c. A KU ID or valid photo driver's license and the vehicle registration card must be shown to obtain a permit. Registered vehicles are required to have and to maintain liability and property insurance. A change in motor vehicle registration must be reported to the Department of Public Safety & Police Services within 48 hours. Motor vehicles must be owned by the employee, student, or immediate family member. Should the living status of the student change from a campus resident to a commuter, or vice versa, the student must exchange the vehicle permit at Public Safety & Police Services within 48 hours.
- d. Permission to operate a motor vehicle on campus may be rescinded or suspended at the discretion of University authorities. Failure to comply with University Motor Vehicle regulations or any type of dangerous, reckless, or damaging activities will

- be valid reason for revocation.
- e. Registration of a vehicle ensures an assigned place to park on campus though not necessarily in a desired location.
 - f. An appropriate permit or other form of identification will be issued for each vehicle that is registered with the Department of Public Safety & Police Services. All forms of registration identification will be referred to herein as permits. **The Permit shall be displayed as directed at the time of issue**, readily visible and readable from the exterior of the vehicle.
 - g. Upon issuance, decals must be immediately adhered to the interior of the windshield on the bottom corner of the passenger's side of the registered vehicle. Decals may not be adhered to the windshield with tape, laminate or any other method except for the adhesive on the decal. Decals on motorcycles should be placed on the fork near the vehicle's registration stickers.
 - h. Campus **Resident students** who have **completed 32 or more credits by the beginning of fall semester** will be permitted to register their vehicles for on-campus parking and will be assigned to a parking area. Resident underclassmen who have **less than 32 completed credits** at the **start of fall semester** will be assigned parking at the Fairgrounds, 24 hours a day 7 days a week with a valid "FG" permit displayed.
 - i. Visitors operating or parking motor vehicles on campus must display a visitor permit on the dashboard of their vehicle in a manner fully visible from the outside of the vehicle. Visitor permits can be obtained through the Department of Public Safety & Police Services. *(Please note it is the responsibility of the university host to inform their visitors of Motor Vehicle Regulations and to ensure visitors abide by the same to avoid responsibility for the violation.)* Visitor passes are available upon request to the Public Safety & Police Services office. Pertinent information outlined on the pass is to be filled in by the requesting authority prior to distribution to their visitors.
 - j. Approval to utilize on-campus parking facilities terminates upon expiration of the respective permit.
 - k. Mutilated, altered, or defaced permits will be considered invalid and must be replaced. Only one decal shall be displayed in a vehicle. Failure to remove an old decal may result in a fraudulent decal violation.
 - l. Acceptance of a permit from this university acknowledges the existence of the Motor Vehicle Regulations and the permit holder's responsibility for adherence thereto.
 - m. Anyone who possesses, displays, makes, sells, alters, or gives to anyone a lost,

stolen or counterfeit decal/permit of the University is subject to a \$25.00 fine. The violator shall have their parking privileges revoked for a period of time not to exceed two semesters for each violation. Violations occurring during the revocation period are subject to an additional \$25.00 fine as well as having the vehicle booted/towed at the owner's expense.

- n. All students, except resident students with a "FG" decal (less than 32 credits at the beginning of fall semester), may have vehicles on campus for a period of time at the beginning and end of each semester as determined by the Director of Parking, Transportation and Security prior to said semester. The vehicle need not be registered; however, it must be legally parked in a non-reserved **white** lined area as assigned by Public Safety & Police Services.
- o. Operators of a **loaner/rental vehicle who have their permanent vehicles registered** are to obtain a temporary permit from the Department of Public Safety and Police Services. The temporary permit must be placed on the passenger's side dashboard of the vehicle in a visible location.

II. VEHICULAR MOVEMENT:

- a. The maximum **speed limit** on campus is **fifteen (15) miles per hour**, unless otherwise posted. Violators are subject to receiving a \$25.00 fine. Generally the pedestrian shall have the right of way. Reckless driving, stop sign violation, driving too fast for conditions, leaving the scene of an accident without stopping, driving upon grass, failure to follow parking lot directional arrows, and any other traffic violation will be subject to penalty in accordance with the provisions of the University Vehicle Regulations, the Vehicle Code of Pennsylvania or the Pennsylvania Crimes Code, as established by operational procedure.

III. ZONED PARKING:

- a. All resident and commuter students are assigned to specific locations on campus, Monday through Friday from 7:00 am to 4:30 pm. Open parking does not apply to students with a “FG” decal. **Students may only park in white lined spaces.** The following table lists the zoned areas by decal type.

DECALS	WHO	LOT ASSIGNMENTS
C1	Residents Of Beck, Berks, Bonner, Deatrick, Golden Bear West, Johnson, Lehigh, Old Main, Rothermel, & Schuylkill with 32+ credits entering Fall semester	C1
C3C4	Golden Bear Village South	C3, C4
A9	Honors Building	A9
C2C5	University Place and Dixon Residents (32+ Credits)	C2, C5, D1
FG	All Residents with less than 32 credits entering Fall semester	Fairgrounds, 24/7/365
OFF	Briarcliff, The Edge and Sacony Commons Residents	B3, E2, Fairgrounds
COMM	Undergraduate Commuters (32+ Cr.)	A2, A3, A4, A5, A6, B2, B3, D3, F6, E1, E2
CF	Undergraduate Commuters (< 32 Cr)	A4, B3, D3, E2, Fairgrounds
GS	Graduate Students	A2, A3, A4, A5, A6, B1, B2, B3, D3, F6, E1, E2

IV. PARKING:

- a. All vehicles parked on campus during fall and spring semesters Monday through Friday from 7:00 AM TO 4:30 PM are required to display a parking permit and to be parked in their assigned lot (s). **Exception:** FG permits are assigned to the Fairgrounds lot at all times during the fall and spring semesters, except to load/unload belongings as stated in section V, sub-section A.
- b. Parking areas are indicated by appropriate signs and/or markings. **Yellow** marked parking spaces are assigned for Faculty and Staff only. **White spaces** are assigned to Students. VISITORS may park in yellow, white or green lined spaces. Vehicles

- displaying a **Staff** permit may park in either yellow or white lined spaces. If the white lined spaces are filled in an assigned lot, the vehicle must park in an alternative lot and inform the Department of Public Safety and Police Services by calling 610-683-4002.
- c. **Resident Students** are not permitted to park on north campus during enforcement hours, Monday through Friday, 7:00 AM to 4:30 PM. (section IV, sub-section I).
 - d. **Resident Underclassmen** must park their vehicles in the Fairgrounds parking lot twenty-four hours a day and seven days a week.
 - e. Students, Faculty, and/or staff members from Kutztown University may not park in any green lined or posted visitor space.
 - f. Handicap parking zones are posted. Only those individuals with a state issued handicap placard or license plate are permitted to park in these areas. A temporary medical permit for special parking privileges may be obtained from Public Safety & Police Services in OM, room 13, with a written recommendation from a physician. If special parking is needed for more than 2 weeks the individual must submit a request through the State of Pennsylvania for a handicap placard/plate. Application forms can be obtained in Old Main, room 13 or online at www.dmv.state.pa.us. Medical permits issued by the University will state the areas that they may be used. These permits may not be used in a posted handicap space and will not be re-issued.
 - g. Students are not permitted to park in a yellow lined space or area that is signed or marked reserved.
 - h. Posted and/or **reserved spaces** are restricted 24 hours a day and 365 days a year. Only those vehicles authorized by Public Safety and Police Services may park in such spaces.
 - i. Fire lanes and other "no parking areas" are color coded **yellow**, where possible. No one may park in these areas without special permission or in an emergency situation.
 - j. No parking or operation of vehicles by students or staff is permitted on grass, curbed areas, driveways, fire-lanes, walks, or sodded areas on any part of campus without the permission of Public Safety & Police Services. Exceptions to this rule include service, emergency, and maintenance vehicles during the performance of work.
 - k. **"Open Parking"** for motor vehicles, between the hours of 4:30 PM and 7:00 AM and all day on Saturday and Sunday, is authorized in white line spaces only, except in individually signed, posted space, or in reserved spaces. **Open parking does not apply** to those resident students with less than 32 completed (**"FG" PERMITS**).
 - l. All motor vehicles are operated and/or parked on university property at the **owner's risk**. The University assumes no responsibility for any damage sustained or any loss by fire, theft, accident, or vandalism, et al.

- m. Weather conditions do not alter parking regulations, unless an emergency is declared and announced by University officials.
- n. Upon identification, a violator who has received 20 (twenty) or more tickets in a given semester (excluding summer sessions), is subject to having their parking privileges revoked for either a six-month period or for the remainder of the semester in which the violations occur, plus an additional semester.
- o. If parking privileges are revoked and subsequent offenses occur, the vehicle will be subject to being towed to an impound area. The **owner of vehicle will be responsible for towing expenses and any other additional impound charges**. The University Traffic Bureau will also review the case relative to further extending the length of time for the loss of parking privileges.
- p. An immobilizing device may be placed on any vehicle with **three or more** delinquent tickets to compel payment of fines. A service charge of \$30.00 will be assessed for removal of the immobilizers. After one week of immobilization, the vehicle is subject to towing.
- q. Parking on Borough or Township streets is regulated by signs and markings and is under the jurisdiction of the local government officials.
- r. **Lot F3** (behind Old Main) is restricted to staff parking only Monday through Friday from 6:00 AM to 4:30 PM year round. A staff permit is required year round.
- s. **Parking meters:** Parking meter areas are enforced Monday through Friday 7AM to 7PM.
- t. Lot B1 is restricted to staff and visitor parking only 24 hours a day, 365 days a year.

V. LOADING OR UNLOADING AND VEHICLE BREAKDOWNS:

- a. **All persons** are permitted to park their vehicles in the marked loading areas or in a legal parking space (students in white lined spaces only) for the purposes of loading and unloading their belongings. *Use of the area is limited to twenty (20) minutes and may be used for this purpose only. Emergency flashers must be used.* Violators are subject to a \$20.00 fine and having the vehicle towed at the owner's expense.
- b. **Faculty and Staff** members who need to park in restricted areas are permitted to do so, for the purpose of loading and unloading and are subject to a twenty (20) minute time limit. *Emergency flashers are to be used.* Requests shall be cleared through the Department of Public Safety & Police Services prior to using any restricted area for loading or unloading purposes.
- c. Operators of **vehicles that breakdown** on campus and are parked in unauthorized areas must report the breakdown to the Department of Public Safety & Police Services at the time the vehicle is discovered to be inoperable. Public Safety & Police Services must be advised of an estimated time for the repair and removal of the vehicle and a "**Disabled**" placard must be obtained from Public Safety & Police Services and placed on the passenger's side dashboard of the vehicle, in a visible location.

VI. ENFORCEMENT, FINES, AND APPEALS:

- a. **Enforcement** of vehicle regulations upon all persons using the University property will be prompt, impartial, and certain. Such enforcement is the responsibility of the Director of Parking, Transportation and Security Services.
- b. **Fines:**
 - i. Parking violation fines are \$20.00 unless otherwise stated.
 - ii. Failure to report the exchange or sale of vehicle or improperly transferring of a permit to another vehicle is subject to a \$20.00 fine.
 - iii. Failure to register a vehicle and properly display a permit is subject to a \$20.00 fine.
 - iv. Fraudulent use of a permit is subject to receiving a \$25.00 fine. Vehicles are subject to towing in accordance with section IV, sub-section M.
 - v. Violators who illegally park in a handicap space will receive a \$50 fine or may receive a State Citation under section 7505 of the PA crimes Code. Current fine and costs are approximately \$123.50. Vehicles are also subject to towing at the owner's expense. A citation will be filed with the District Justice.
 - vi. Vehicular moving traffic violations are subject to a \$25.00 fine.
 - vii. Fines which have not been paid or appealed within 5 days of issue by non-students

may be turned over to the District Justice for processing. Violations judged through the District Justice are subject to court costs and/or imprisonment in addition to the basic fine.

- viii.** Students with fines which have not been paid or appealed within 5 days of issue may have their University records sealed and their vehicle immobilized until payment is made.
 - ix.** Parking in an unauthorized area is subject to a \$20.00 fine and illegal parking, inclusive of the Fairgrounds, is subject to a \$20.00 fine.
 - x.** Expired time on a parking meter is subject to a \$10.00 fine for expired meter violation. Violators are subject to receiving one ticket **every 2 (two) hours** for the same offense.
 - xi.** Violators of parking offenses in non-metered areas are subject to receiving **one ticket every 4 (four) hours** for the same offense.
 - xii.** All fines are payable in the Bursar's Office, 2nd floor, Stratton Administration Center or by credit card through their online student account.
- c. Persons who have parking violation fines outstanding beyond the limitations specified for paying said fines and persons committing flagrant violations are subject to having their parking privileges suspended or revoked. Individuals who are under suspension or revocation, who continue to park on the grounds of the University shall be fined in accordance with the regulation, in addition to being subject to having their vehicle immobilized or towed at the owner's expense.
- d. **Appeals** must be made within 5 days after ticket issuance to the University Traffic Bureau. The appeal will be reviewed and a decision will be rendered. Traffic Bureau decisions are final. Ignorance of the regulations will not be accepted in any case as a basis for an appeal. All appeals must be presented in writing, in person at a Traffic Bureau meeting or online. Traffic Bureau meetings times and location are advertised in the University Brief or available by calling Public Safety & Police Services at 610-683-4002. Appeals may be submitted online via myKUparking.kutztown.edu.
- i.** Appeals for tickets that are received more than 5 days after issuance will not be accepted unless presented in person at a meeting of the University Traffic Bureau, at which time the appeal will be heard. Written requests will automatically be denied.
 - ii.** Appeals to the Traffic Bureau, written or oral, must be expressed in a manner which accords with Kutztown University's Code of Civility. Bullying, derision, use of obscenities, heated or protracted argument or any other show of disrespect toward the Bureau or its staff will result in automatic denial of the appeal.
- e. The University reserves the right to communicate with the registered operator or owner

of the vehicle regarding outstanding tickets, violations or other pertinent information via the information gathered through the vehicle registration process or from the state's department of transportation.

VII. MISCELLANEOUS:

- a. **Emergency snow lots** have been designated as follows: **lot A2** (near Beekey), **lot B1** (front of Grim), and **lot F1** (behind Stratton Administration Building). From **November 15th through March 15th** each year, parking is not permitted during the following time periods, 12 midnight until 6:00 AM in lots A2 and B1 and 3:00 AM until 6:00 AM in lot F1. Violators are subject to fines and/or having their vehicles towed. Disabled vehicles will be excluded if advance notification is received by Public Safety & Police Services from the owner on the date in question. These lots have all been appropriately signed as snow emergency lots.
 - b. **Bicycles**- Bicycles operated on campus should be registered with Public Safety & Police Services and display a Kutztown University permit. Bicycles should be registered within the first week of the university session or within 24 hours after being brought on campus at a later date. Bicycles must have operable brakes. When being ridden at night, the bike must have front and rear lights (reflector is suitable for the rear). Operators of bicycles on campus will be required to observe the normal rules of the road, to obey traffic lights and signs, to give hand signals for turns, and to park them in racks. At no time shall a bicycle be parked or chained where it obstructs a sidewalk, building entrance, pedestrian or vehicular traffic-way, to University-owned equipment other than bike racks, nor may it be parked inside any building without getting permission from Housing and Residential Services inside the residence halls or from Public Safety & Police Services for all other buildings. The University accepts no responsibility for cutting locks or chains to remove bicycles causing such obstructions. Violators of any of the operating/parking rules on campus will be assessed a penalty of \$15.00 and possible seizure of bicycle.
 - c. **Skateboards and Rollerblades**- the use of skateboards, long boards, roller skates, or roller blades is **prohibited** within all buildings, and upon all campus property. Roller skates and blades are permitted for general transportation use by KU faculty, staff and students Monday through Friday from 6 PM to 6 AM and all hours on Saturday or Sunday.
 - d. All questions are to be directed to the Public Safety & Police Services in Old Main.
 - e. Parking fines and/or Registration fees are subject to change without prior notice.
 - f. To file an online parking violation appeal, or to seek information on vehicle registration (including online vehicle registration), visit the Public Safety web site at publicsafety.kutztown.edu.
- *Title 18 Pennsylvania Consolidated Statutes Section 7505 authorized Kutztown*

University to promulgate rules and regulations governing all vehicular traffic and parking upon such property. At Kutztown University a University Traffic Bureau, composed of faculty, staff, and students is designated to advise the Administrative Council on all proposals, policies, and regulations pertaining to parking and traffic control on the Kutztown University Campus; to serve as an appellate body to hear and adjudicate violations of campus traffic and parking regulations; and to provide current information to the university community regarding traffic and parking regulations.

E. Revisions

May, 2012

F. Endorsed by

Administrative Council, June 19, 2012

G. Last Review

August, 2012

August, 2013