

**MILLERSVILLE UNIVERSITY
PARKING REGULATIONS AND PROCEDURES
2009-2010**

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**MILLERSVILLE UNIVERSITY
PARKING REGULATIONS
2009-2010**

The Millersville University Police Department is responsible for enforcing Parking and Traffic Regulations. These Regulations were established to provide the University Community with a safe and orderly environment in which to conduct its business and studies.

1. General Information

- 1.1 The authority to regulate traffic and parking comes from Title 18, Section 7505 (Violation of Governmental Rules Regarding Traffic) of the Consolidated Pennsylvania Statutes, which allows each Commonwealth agency to promulgate rules and regulations governing both parking and vehicular traffic on properties under the jurisdiction of that agency. The Commonwealth sets fines and costs for violations of such regulations.
- 1.2 It should be noted that Title 75, The Pennsylvania Vehicle Code, is enforced on all properties of the University, and that all roadways are considered highways for enforcement purposes. The Vehicle Code defines a highway as “The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. The term includes a roadway open to the use of the public for vehicular travel on grounds of a college or university or public or private school or public or historical park.”
- 1.3 The University Police have joint jurisdiction with Millersville Borough Police in certain areas located around University Property. Under PA Act 48, the Municipal Police Jurisdiction Act, 42 PA.C.S., Chap 89, Subchp. D., relating to statewide municipal police jurisdiction, also applies.
- 1.4 Parking fees and fines are set by the University and are used to offset the cost of maintaining the University’s parking system, including parking lot maintenance, signage and equipment. Questions concerning the fees and the use of the funds should be directed to the Budget Office.
- 1.5 Parking regulations help to ensure that there is an orderly system in place for all who use vehicles when coming to campus. They also ensure the safe operation of all vehicles while at the University. You are encouraged to voluntarily comply with these regulations; individuals who disregard them will receive appropriate penalties and sanctions.
- 1.6 Physical parking facilities and areas are provided through the University Office of Finance and Administration. You may view the University’s projected Master Plan including parking, online at <http://muweb.millersville.edu/~finadmin/FMP.jpg>. The Office of Finance and Administration is open Monday to Friday from 8 a.m. to 4:30 p.m. and is located in the Dilworth Building or by calling 717-872-3043.
- 1.7 Management of available parking facilities, and promulgation and enforcement of parking regulations, is provided by the University Police Department. The University Police Department is open Monday through Friday from 8 a.m. to 4:30 p.m. The office will be open for extended hours during registration periods. For the first week of the fall and spring semesters, the

Department is open Monday through Thursday from 8 a.m. to 8 p.m. each day. Office hours will return to normal on Friday of the first week.

- 1.8 The University Police Department is located in the Lebanon House at 237 North George Street. The Department business phone number is 717-872-3433. For police emergencies, dial X-3433 from on campus. For all other emergencies, dial 911 from off-campus phones, and 9-911 from campus phones. Additional information is available at the Police Department website at <http://www.millersville.edu/~police>.

2. Accidents and Inoperable Vehicles

- 2.1 Accidents that involve vehicles and that occur on University property and where there is an injury, no matter how slight, or the vehicle is inoperable must be reported immediately to the University Police Department.
- 2.2 University police must be notified of any vehicle that becomes inoperable; 4-way flashers or notes on the vehicle are not considered sufficient notice. The driver must return to, and stay with the vehicle (unless you are advised otherwise by the dispatcher) until a University police officer arrives to determine if there is a hazard. If he/she determines the vehicle is a hazard, the operator must arrange to have it removed immediately.
- 2.3 Any vehicle that is determined to be a hazard by University police can be removed at the request of the Department. The owner of the vehicle will be responsible for any charges associated with the removal and any parking ticket that is issued.
- 2.4 Vehicles found in violation of parking regulations will not have fines excused because the vehicle is determined to be inoperable, if the operator of the vehicle failed to notify the department of its location and condition.
- 2.5 All vehicles that do not display a valid registration and/or certificate of inspection, or appear to be physically inoperable are subject to removal from campus properties by the Department. This includes those displaying a valid parking permit.
- 2.6 Removal of all vehicles will be at the owner's expense, and will take place pursuant to all appropriate sections of Pennsylvania Title 75.

3. Alternate Vehicles

- 3.1 Persons who operate an alternate vehicle when a registered vehicle is temporarily not available need only transfer their permit to the new car. If you forget to transfer your permit, a free one-day permit may be picked up at the University Police Office during regular business hours when you arrive to campus.
- 3.2 If you require a temporary permit after business hours, you can arrange to obtain one by calling the Department.

- 3.3 Temporary parking permits, which must be displayed on the rearview mirror, allow the same parking privileges as the registrant's regular permit unless specified on the permit.

4. Alternative Transportation

- 4.1 To meet the needs of students without vehicles or who wish to use public transportation, the University uses a shuttle operated by Red Rose Transit Authority to provide regular stops in and around campus. Members of the campus community can also ride Rt. 21 (MU PARK CITY Xpress) and Rt. 16 (Lancaster City) public buses free of charge by simply displaying their University identification. The shuttle service for this will be expanded to include most of those areas noted under the commuter restrictions. Watch for newly printed schedules and bus routes. For more information on the shuttle service offered to MU students go to (www.millersville.edu/~shuttle/)
- 4.2 The campus is also served by two 24-hour taxi services. Transportation to area medical facilities can be arranged free of charge through Witmer Infirmary.
- 4.3 Campus safety escort services are also available to all students. These are not transportation services, but are made available to augment the safety of your transportation. You may view the Department's website for more information.

5. Parking Permits

- 5.1 All vehicles must display a valid parking permit when parked upon the grounds of Millersville University. Specific exceptions to this regulation are noted herein, and are limited to Government vehicles, vehicles already bearing a Handicapped plate or placard, and visitor vehicles parked in marked visitor spaces. The first week of any semester is considered a grace period for displaying a parking permit. Within this time you must obtain a parking permit to have displayed on your vehicle by the beginning of the second week of the semester. Grace period only applies for a fine for failure to display a permit or for parking in staff spaces. All other fines will still be enforced during the first week of classes.
- 5.1.2 You must present a valid University ID card when purchasing a permit in person. If a visitor, you must have a valid Driver's license. If a vendor, you must present your business credentials.
- 5.1.3 Permit Ownership – A parking permit signifies an individual has been granted the privilege of parking on University property. Any citation (other than moving violations) will be assigned to the person who registered the vehicle. When the vehicle is not registered, the University assigns the violations to the student for vehicles registered in his/her name or to his/her family.
- 5.1.4 Permit Display – Parking permits or passes must be displayed according to the parking regulations or special instructions provided by the University Police Department at the time of issue. A parking permit is not considered valid unless it is displayed correctly on the vehicle.

5.2 Commuting Student Permits

- 5.2.1 Commuting students who wish to park on campus are required to have a valid commuter parking permit for all vehicles they operate.
- 5.2.2 Commuter Permits allow the operator to park in white-lined parking areas only. Permits are required 24hours-a-day; however, you may park in any non-designated parking space from 4 p.m. to 3 a.m. Monday through Friday. Vehicles with a valid permit may park in any official parking space except those reserved by signs. REMEMBER, a valid permit is required at all times to park on the campus of Millersville University except weekends.
- 5.2.3 Commuter Permits are not valid on campus from 3 a.m. to 7 a.m. Monday through Thursday; all commuter vehicles must be removed from University Property during these hours.
- 5.2.4 Commuter students are not permitted to register a vehicle whose owner/operator is a resident student or the parent(s) of a resident student or other relative of a resident student.
- 5.2.5 To be eligible for a commuter permit, the student must live off campus (anywhere other than the University's nine residence halls). The type of commuter permit will be determined by the location where you live (see below for the restriction).
- 5.2.6 Commuter restrictions: Commuter students living on property contiguous to the University will be permitted to purchase an evening permit only. This restriction is being adopted to reduce the number of vehicles on the campus during the peak hours. If you reside in any of the areas, you are eligible to purchase an evening permit. The evening permit will allow you to park on campus after 4 p.m. each weekday and all weekend. Your vehicle must be removed from campus between the hours of 3 a.m. and 4 p.m. weekdays.

5.3 Evening Permits

- 5.3.1 All graduate and continuing education students who wish to park on campus are required to have a valid commuter parking permit for all vehicles they operate.
- 5.3.2 Commuter, graduate and continuing education students who will only be on campus during the evening hours may purchase an evening permit. The evening permit will allow the operator to park in any undesignated (any colored, non-reserved) parking space on campus from 4 p.m. to 3 a.m. Monday through Friday.
- 5.3.3 Students living within walking distance of the campus or along campus shuttle routes or Red Rose Transit Routes #16 or #21, are strongly encouraged to purchase an evening permit.
- 5.3.4 Students who reside in properties that are contiguous to the University will not be permitted to purchase a regular commuter permit. They will be allowed to purchase an evening permit only.

5.4 Resident Student Permits (Students With 30 or More Credits or 21 years of age or Older)

- 5.4.1 Resident students who wish to park their vehicles on campus are required to have a valid parking permit. The permit can be purchased at the University Police Department during normal office hours. You will need to have your housing assignment from the HARP office, and your student ID card with you when you apply for your permit.
- 5.4.2 Resident students are restricted to legal parking spaces in their designated lot from 7 a.m. to 4 p.m. Monday through Friday. All other times they may park in designated parking spaces throughout the campus not reserved by signs. A valid parking permit is required at all times.

5.5 Restricted Student Permits (Students With Less than 30 Credits)

- 5.5.1 Due to a limited number of parking spaces for resident students, students residing in campus housing with less than 30 credits, who are less than 21 years of age, are given the last priority for resident parking spaces.
- 5.5.2 There are exceptions to this regulation. Students covered by this restriction must demonstrate a compelling need to secure a permit to have a car on campus. Students must submit a freshman permit application by the appropriate deadline in order to be considered for a permit. For a complete breakdown of the regulations see the “FRESHMAN – SOPHOMORE RESIDENT PARKING POLICY” and the “MILLERSVILLE UNIVERSITY RESTRICTED PARKING POLICY WAIVER”. Permits not issued under the waiver will be offered through a lottery of all permits received.
- 5.5.3 Waiver issued permits and lottery issued permits are regular permits but are good for one semester at a time and require a new application for each semester.
- 5.5.4 The deadline for the fall 2009 semester is August 17 2009 and December 01, 2009 to be considered for the 2010 spring semester.
- 5.5.5 Students are encouraged not to bring their vehicles to campus before having the waiver approved or receiving a permit through the lottery. Parking is very limited and there are few places in Millersville Borough that do not require parking permits to park.
- 5.5.6 Individuals with restricted permits or lottery issued permits must park in the lot designated at the time of purchase; this restriction is enforced From 7 a.m. Monday to 4 p.m. Friday. You must return to your designated parking area by 7 a.m. Monday. Persons who are granted special exception to these regulations and receive more than five parking tickets (paid or unpaid) will have their parking privileges revoked.

5.6 Display of Student Parking Permits

- 5.6.1 All regular student-parking permits must be displayed on the rearview mirror with the permit visible from the outside of the vehicle. If the operator decides to place the permit in any other manner, he/she is responsible for the issued ticket. The permit must be displayed at all times when the vehicle is parked on University property except weekends.

5.6.2 A student-parking permit is not considered valid unless it is displayed in accordance with these parking regulations and clearly visible to the officers from the outside of the vehicle. If a ticket is issued to a vehicle not displaying a current permit, the operator (failing to put the permit on the rearview mirror) will be required to pay a fine of \$10. Valid permit must be presented in person at the Parking office to receive this reduction.

5.7 Staff Permits

5.7.1 All University Faculty and staff members who wish to park on campus are required to have a valid staff parking permit.

5.7.2 All regular Staff permits must be displayed on the rearview mirror with the yellow side facing the windshield; it must be displayed at all times when the vehicle is parked on University property.

5.7.3 Faculty and Staff are requested to park in yellow-lined areas only. If all yellow-lined parking areas are filled, staff may use the other color-lined spaces. Please keep in mind that when you park in a designated student parking space you are taking up two parking spaces, one that is reserved for you, in the yellow-lined area, and the student's space in which you are parked. A student may not use your yellow space and will be ticketed for parking there.

5.7.4 Staff permits are exclusively for use by the members of the University Faculty or Staff and are not transferable. The permit may not be used when the vehicle is being operated by anyone other than the Faculty or Staff member. Staff permits are subject to seizure by the University Police if used by anyone other than the faculty or staff member, their spouse, or significant other.

5.7.5 Your permit is good for any vehicle that you operate; you are limited to one parking permit without charge. Second and subsequent permits are charged at the rate outlined in the Permit Fees section. Only the person who registered the permit may use a Faculty/Staff permit; the vehicle may not be parked on University property by anyone other than the employee, his or her spouse or significant other. Dependents attending class on campus or at Penn Manor High School may not use staff permits. Violations of this section will result in the permit being revoked.

5.7.6 Student employees may not be issued Faculty/Staff permits. There will be no exceptions.

5.7.7 Permit Returns – Faculty or Staff terminating employment must return their permit to the Human Resources Office and contact the University Police Department to determine if there are any outstanding fines owed.

5.7.8 Currently issued staff permits are valid until May 31st, 2013. At that time staff and faculty will need to renew their permits. If you are a current faculty / staff member and do not have a valid permit with this expiration date, please contact our office to ask about renewing or receiving a new permit.

5.8 Visitor Permits

- 5.8.1 Visitors are always welcome at Millersville University. There are a limited number of 30-minute parking spaces marked for visitors. Visitors are not required to display a permit if parked in one of these designated spaces.
- 5.8.2 All visitors to the University parked in any space marked other than for 'visitor' must display a visitor parking permit. This permit can be picked up at the University Police Department during normal business hours. There is no charge for a three-day or less visitor's permit. Visitors visiting resident students can only pick up an overnight permit. To receive a temporary permit after office hours call 717-872-3433 and request an officer to supply you with a permit.
- 5.8.3 Visitor permits must be displayed on the rearview mirror with the expiration date facing the windshield.
- 5.8.4 A first-time visitor who receives a first parking ticket for not "displaying a valid permit" may have the fine excused by bringing the parking ticket to the University Police Department and establishing his/her visitor's status through the appeal process. The University will excuse only one violation for each vehicle. A visitor may not have any other violation voided.
- 5.8.5 Organizations or offices planning events that will bring a number of visitor vehicles to campus must contact the University Police Department Parking Division to make arrangements for permits and parking. The contact person for your office or organization should send an email with as many details as possible, and as far in advance of your event as possible, to parking.division@millersville.edu

5.9 Vendor Permits

- 5.9.1 Vehicles operated by persons doing work for or contracting with the University must display a vendor's parking permit. Free one-day permits are available. Representatives of service companies and contractors may apply for a parking permit. There is a \$15 fee charged for this permit and it is good for one year from month of purchase.
- 5.9.2 Vendors with highly recognizable vehicle logos performing routine deliveries/pick-ups at University buildings and requiring less than fifteen minutes are exempt from any permit requirement.
- 5.8.2 Vendor permits must be displayed in the same manner as the visitor permit.

5.10 Motorcycle Permits

- 5.10.1 Motorcycles are exempt from the permit restriction.

5.11 Government Vehicles

- 5.11.1 Government vehicles displaying OFFICIAL USE municipal, state or federal license plates are exempt from the permit requirement.
- 5.11.2 As a non-University employee, you are eligible to obtain and use a Visitor Pass at no charge; however, the pass is only valid for three days at a time.
- 5.11.3 Weekly, monthly and yearly parking permits for the University are available at the University Police Department Parking Division during regular business hours.

5.12 Special Permits

- 5.12.1 The University may enter into special arrangement with off-campus facilities to provide long-term or temporary parking as need arises. Specific limitations and restrictions will apply to these areas on an individual-area basis, and will be provided to those operators utilizing those areas. Unless otherwise noted in those individual off-campus area provisions, all regulations contained in this publication apply equally to all off-campus properties under the control, enforcement or management of the University Police Department.

6. Parking Permit Registration Fees

- 6.1 A year is defined as the University academic year.

	FULL YEAR	FALL	SPRING	SUMMER
Staff Permits	First permit is free of charge, all additional permits are \$15 each			
Commuter Permits	\$90	\$60	\$60	\$50
Evening Permits	\$30	Valid for academic year.		
Resident Permits	\$105	\$60	\$60	N/A
Restricted Permits	\$60 per semester	You must apply for a new permit each semester.		
Temporary (1 day)	Free	Free	Free	Free
Temporary (7 day)	\$15	Temporary permits for a week or longer are only issued with valid reasons.		
Temporary (14 day)	\$20			
Temporary(1 month)	\$30			
Vendor (1 day)	Free	Permits are valid for one year from date of purchase.		
Vendor (1 year)	\$15			
Replacement permits	\$15			

7. Fraudulent Registration

- 7.1 Any person who purchases a University parking permit in violation of these regulations or who uses or displays it shall be issued a ticket for fraudulent registration which carries a fine of \$25. There shall be no refunds on registrations voided due to fraudulent registration. Fraudulent registration includes but is not limited to:

- 7.1.1 Purchase of a parking permit in another person's name;
- 7.1.2 Multiple vehicle registration for the same period, except as permitted by University regulations;
- 7.1.3 Registration of a vehicle which is to be used by a person not authorized for University parking;
- 7.1.4 Use of a "Visitor Permit" by Faculty, Staff, or Student unless the University police authorizes the use;
- 7.1.5 Alteration to or counterfeit of a permit;
- 7.1.6 Misrepresentation of an individual's eligibility (including local address) to secure a University parking permit.

8. Lost or Stolen Parking Permits

- 8.1 It is the responsibility of the registered owner of a permit to report the loss or theft of such permit to the University Police Department. Failure to report the loss or theft of a permit will not be considered a valid reason for appeal of a parking ticket.
- 8.2 The reporting person will be required to complete a Parking Permit Loss Report. This report will be kept on file at the University Police Department. There is a \$15 replacement fee for lost or stolen permits.
- 8.3 Any person found in possession of a lost or stolen permit will have their parking privileges revoked for a period of not less than six (6) months, nor more than one (1) year. They also face the possibility of having charges filed against them under the most appropriate section(s) of the Pennsylvania Crimes Code.
- 8.4 It is also a violation of Pennsylvania Law for a person to make a false report to law enforcement authorities; violators may be prosecuted under section 4906 of the Pennsylvania Crimes Code: False Reports to Law Enforcement Authorities.

9. General Regulations – Driving and Parking

- 9.1 All Commonwealth of Pennsylvania parking and traffic regulations apply upon properties owned or controlled by Millersville University and are enforced all year, 24 hours a day, 7 days a week.
- 9.2 All Millersville University traffic and parking regulations apply and are enforced all year, 24 hours a day, 7 days a week, including when classes are not in session.
- 9.3 All persons are subject to the regulations of Millersville University and the laws and statutes of the Commonwealth of Pennsylvania.
- 9.4 All vehicles must display a valid parking permit when parked upon the grounds of Millersville University.

- 9.5 Parking, for the purpose of these regulations, is defined as leaving a vehicle without a driver in attendance regardless of the time period involved.
- 9.6 The color codes of University parking lots are specified by the lines painted in each lot. In all cases where a sign is also present, the sign takes precedence.
- 9.7 Any area not having two colored lines is not a designated parking area. Vehicles parked outside of designated spaces will be ticketed; if they are a traffic hazard, they may be towed at the owner's expense.
- 9.8 Parking restrictions based on the color code are enforced from 7 a.m. to 4 p.m. Monday through Friday. Areas posted by signs are restricted as noted on the signs.
- 9.9 Those students holding restricted permits are required to park in their designated parking lots from 7 a.m. Monday to 4 p.m. Friday. After 4 p.m. Friday you may park in any designated parking space not reserved by signs. You must return to your designated parking area by 7 a.m. Monday.
- 9.10 Parking permits are required 24-hours-a-day, Monday through Friday except weekends.
- 9.11 University parking regulations apply to the registrant of a vehicle. Any ticket issued to that vehicle will be the responsibility of the person who registered the vehicle, regardless of who was operating the vehicle at the time the ticket was issued. Any ticket issued to a non-registered vehicle will be assigned to the person affiliated with the University (such as students, faculty and staff).
- 9.12 Pedestrians will be given the right of way at all crosswalks.
- 9.13 The University speed limit is 15 miles per hour.
- 9.14 Any area closed by barricade or other traffic control device cannot be entered by any vehicle except as authorized by the University Police Department. People moving barricades will have their vehicle ticketed for parking on private property and may be towed at the owner's expense.
- 9.15 The fact that an individual has been issued a parking permit does not guarantee a convenient parking space; the responsibility to find an authorized parking space rests with the operator of the vehicle. It is not acceptable to cite the inability to locate an authorized parking space as a reason for violating University parking regulations.
- 9.16 Painted lines designate parking spaces; to be legal you must be parked between two lines. Any vehicle parked outside these lines will be ticketed and, if determined to be a hazard, may be towed at the owner's expense.
- 9.17 All vehicles must be operated in a safe manner, and vehicle operators must obey all traffic control devices on campus.

10. Handicapped Parking

- 10.1 Handicapped parking has been designated throughout the campus. These areas are marked with Handicapped signs. The unauthorized use of these spaces will result in a fine of \$50 to \$200. The vehicle may also be towed at the owner's expense.
- 10.2 Use of a handicapped space is restricted by law to vehicles occupied by persons who are handicapped and which bear an authorized Handicapped plate or placard. (See Title 75 section 3354(d)(1)(2)(3).)
- 10.3 It is not legal for any person to use parking set aside for the Handicapped when the person for whom the Handicapped plate or placard is not in the vehicle.
- 10.4 You may be required to show your Pennsylvania issued Handicapped ID card (that you received with your plate or placard) to an officer or agent when requested, in order to verify your ownership of the plate/placard.
- 10.4 HANDICAPPED VIOLATIONS MAY NOT BE APPEALED. Persons wishing to have a hearing on a handicapped violation may do so at the District Justice Office after they are issued a state citation for failure to pay the original parking ticket.

11. Motorcycle Regulations

- 11.1 For the purpose of these regulations, the term "motorcycle" includes mopeds, motor scooters and all other two- and three-wheeled vehicles operated by motor.
- 11.2 Parking permits are not required for motorcycles.
- 11.3 Motorcycles are not permitted to be parked in University buildings or within 10 feet of a building, except those buildings designated and approved for this use. Motorcycles found inside University buildings will be ticketed and removed by University police. Any expense incurred will be charged to the operator of the motorcycle.
- 11.4 Motorcycles may not be parked at bicycle racks or at any other place not designated as a legal parking space.
- 11.5 The same rules pertain to motorcycles as to cars, but more than one motorcycle may be parked in one regular parking space. Multi-striped areas lined to prevent cars from parking, such as the ends of rows of spaces, –may- be used by motorcycles as long as it does not create a hazard.

12. Pedestrian Safety

- 12.1 The University wishes to promote pedestrian safety and the following regulations are being enforced to assist pedestrian and vehicular traffic to operate in a safe manner.
- 12.2 Pedestrians must use marked crosswalks at all times.
- 12.3 Cross walks with special pedestrian-control signals are designed to afford the pedestrian with the ability to cross the street in a safe manner. The signals are activated by pushing the control

button for the crosswalk you wish to use and waiting for the indicator to turn to walk before crossing. Vehicular traffic is required to yield to the right-of-way of the pedestrian when the pedestrian-control signal is activated.

- 12.4 Pedestrians are also required to obey the pedestrian-control signals; crossing against the signal may result in a citation being issued.
- 12.5 The driver of any vehicle must yield the right-of-way to any pedestrian in a marked crosswalk or within any unmarked crosswalk at an intersection. The pedestrian must exercise care when entering any crosswalk. He/she should not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle, which is so close as to constitute a hazard.
- 12.6 The driver of any vehicle that is approaching an intersection or a marked crosswalk may not pass a vehicle that is stopped to permit a pedestrian to cross the roadway.
- 12.7 Pedestrians crossing the highway at any point other than at an intersection or a marked crosswalk must yield the right-of-way to all vehicles.
- 12.8 Any vehicle emerging from or entering any alley, building, private road, driveway or parking lot shall yield to the right-of-way to any pedestrian approaching on the sidewalk extending across the alley, building entrance, road or driveway.

13. Reserved Spaces

- 13.1 All reserved parking spaces are marked with signs and are reserved 24-hours-a-day, with the exception of those locations that have times indicated on the signs.
- 13.2 Reserved Spaces – Unauthorized vehicles parked in reserved spaces will be ticketed and/or towed at the owner's expense.

14. Driver Responsibilities

- 14.1 It is the responsibility of the driver to obtain, read and comply with University regulations including parking and traffic regulations.
- 14.2 It is the driver's responsibility to comply with all Commonwealth of Pennsylvania traffic regulations, including licensing, registration, traffic control devices, financial responsibility and vehicle operation and characteristics.
- 14.3 Registration – Any vehicle parked on the University campus must be registered and display a current Millersville University Parking Permit. It is the driver's responsibility to obtain a parking permit prior to parking on campus properties.
- 14.4 Finding Authorized Space – Registration of a vehicle and issuance of a permit in no way guarantees that a parking space convenient for the individual will be provided. The responsibility for finding a legal space and ensuring that the vehicle is legally parked, rests with the motor vehicle operator. Lack of parking space, time management, mechanical problems, inclement weather or other problems do not justify parking violations.

- 14.5 Lot Restrictions – University parking areas are color coded and registered vehicles are restricted by specific color codes between the hours of 7 a.m. and 4 p.m., Monday through Friday, or as posted at the lots. Signs take precedence. It is the driver’s responsibility to be aware of color coding and times, and locate their vehicles appropriately to remain in compliance.
- 14.6 Towing and Booting – The University reserves the right to immobilize (boot) or remove abandoned vehicles or vehicles in violation of University parking regulations. All fees associated with booting and/or towing will be the driver’s responsibility.

15. Specific Parking Regulations

- 15.1 It is not possible to mark with signs or paint all areas where parking is prohibited. However, the following guidelines will be strictly enforced. You may not park:
 - 15.1.1 Without a valid permit;
 - 15.1.2 Without displaying a valid permit;
 - 15.1.3 In reserved spaces without the appropriate permit;
 - 15.1.4 In “no parking” areas;
 - 15.1.5 In a handicapped space without proper plate or placard;
 - 15.1.6 Blocking fire lanes, fire exits or within 10 feet of a fire hydrant;
 - 15.1.7 Blocking doorways;
 - 15.1.8 In loading zones unless actually loading or unloading. Flashers must be on and time is limited to 20 minutes and must be observed to be actively loading or unloading. Loading vehicles may not violate any provisions of the Pennsylvania State Vehicle Code, and may not park in any posted space.
 - 15.1.9 In service entrances, construction sites, or spaces reserved for maintenance vehicles;
 - 15.1.10 On lawns, sidewalks, crosswalks, parking lot driveways and curb cuts for persons with disabilities or straddling painted lines;
 - 15.1.11 Within 30 feet of a stop sign;
 - 15.1.12 In areas where the permit is not valid;
 - 15.1.13 Over or adjacent to curbs painted yellow;
 - 15.1.14 Against the flow of traffic;
 - 15.1.15 On roadways, in traffic lanes or within intersections;

- 15.1.16 An unattended vehicle with keys in the ignition or engine running;
- 15.1.17 Where signs prohibit;
- 15.2 Vehicles must be parked in a designated space. The fact that one vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another to do the same.
- 15.3 Vehicles are not permitted in areas or spaces closed by barricades or other traffic control devices.
- 15.4 Any person desiring to make other than emergency repairs on his/her vehicle may not use University property to do so.
- 15.5 Parking lots may not be used for storage of vehicles. Any vehicle parked on the properties of the University must be removed within 48 hours of school closing. Vehicles left on University properties for more than five (5) days will be declared abandoned or derelict and will be removed at the owner's expense.
- 15.6 Use of the campus for overnight parking without the proper resident permit, or through authorization by the Parking Division is prohibited. This includes vehicles operated by persons who live on contiguous properties to the University regardless of faculty, staff, or student status.
- 15.7 The Chief of University police reserves the right to cancel a person's parking privileges based on cause.

16. Skateboards and Roller Skates/Blades

- 16.1 Roller skates, rollerblades, scooters, skateboards and other coasting devices are technically vehicles under the Pennsylvania Vehicle Code or Title 75 and thereby subject to restrictions and equipment requirements if operated on a roadway. The University does not encourage nor endorse such operation but will allow their use on University properties for transportation purposes. Use of such devices for acrobatic or recreational purposes is prohibited. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes provided the right-of-way is yielded to the pedestrian on foot or vehicles if appropriate.
- 16.2 The use of any of the described coasting devices is prohibited within any building on the Millersville University campus or any surface feature such as a handicapped ramp, bench, handrail or other architectural feature that might sustain damage from such use. Persons using roller skates or rollerblades must remove them upon entering any University building.

17. Parking Violations Penalties, Fines and Fees

- 17.1 Unauthorized parking in handicapped space ----- \$50.00 -\$200.00*
- 17.2 Fraudulent registration: ----- \$25.00 + Loss of parking privileges

- 17.3 No permit (FAILURE TO DISPLAY PERMIT) -----\$25.00 (+cost of permit)
- 17.4 Persons who demonstrate that they had a permit at time the ticket was issued for NO PERMIT (FAILURE TO DISPLAY A PERMIT) will be assessed a fine of \$10 for not displaying the permit in accordance with these regulations. The ticket will not be excused.
- 17.5 Parking in unauthorized lots or spaces -----\$10.00
- 17.6 Parking on grass ----- \$10.00 (+damages)
- 17.7 Parking outside designated space ----- \$10.00
- 17.8 Against the flow of traffic ----- \$10.00*
- 17.9 Less than 20 feet from crosswalk ----- \$10.00*
- 17.10 Within 30 feet of a stop sign ----- \$10.00*
- 17.11 Parking on private property ----- \$10.00*

17.12 * The violations marked with an asterisk are violations of the Pennsylvania Vehicle Code and may not be appealed through the University appeal process. The operator will be cited for failure to pay the violation and may request a hearing before the local District Justice. State Citations may be issued at the time of violation for any State Violation.

17.13 Fines and fees can be paid at the University Police Department or by dropping the ticket in one of the fine boxes conveniently located on campus. Please do not send cash in the mail. Use a check and make it payable to: MU TRAFFIC FUND, placing your social security number in the memo box along with the ticket number. The Department will not be responsible for cash sent through the mail.

17.14 Failure to pay the fees will result in a late fee being assessed to each parking ticket as follows:

- 17.14.1 5 – 14 days: Late fee of \$3.00 (e.g., \$10.00 fine + \$3.00 late fee = \$13.00)
- 17.14.2 15 – 20 days: Late fee of \$5.00 (e.g. \$10.00 fine + \$5.00 late fee = \$15.00)
- 17.14.3 20 + days: Late fee of \$5.00 (e.g. \$10.00 fine + \$5.00 late fee = \$15.00)

17.14.4 In addition to the fine and cost, failure to pay will result in the withholding of grades, transcripts and permission to register for subsequent semesters. It may result in charges being filed under applicable Commonwealth statutes. Your vehicle may be towed or booted at owner's expense.

17.14.5 Scofflaws (those persons who have accumulated more than a specific number of unpaid parking tickets) and Habitual Offenders (those persons who have received more than a specific total number of parking tickets) are subject to increasing penalties, fines and fees, including booting, towing, issuing of summary citations and/or temporary or permanent loss of their parking privileges, and/or the filing of appropriate charges under PA Title 75 as appropriate.

18. Appeals of Parking Violations

- 18.1 Operators wishing to question a parking violation must file an appeal with the University Police Department within 72 hours of receiving the citation. Appeals will not be accepted unless they are submitted on the proper form and the Notice of Violation is attached. It is the responsibility of the violator to obtain a copy of a lost or misplaced Notice of Violation. Appeals will be handled in accordance with the University Parking Appeals procedures in effect at that time.
- 18.2 The decisions for appeals are based upon legal elements only; e.g., whether a violation was committed, and/or whether the cited action constitutes a violation under proper authority. Appeals submitted due to factors within the driver's control (e.g., time management, forgot permit, didn't get permit yet, couldn't find a space, etc.) will be disapproved.
- 18.3 If the specific cause of the violation is beyond the vehicle operator's control, such as vehicle breakdown or medical emergency, then the causative necessity being forced upon the operator becomes an element of appeal. Documentation is required for all appeals based on causative necessity.
- 18.4 If you feel that you have been treated unfairly under appeal, you may request a new (de novo) hearing before the University Traffic Safety Committee. The request must be in writing and addressed to the University Police Department within 72 hours after receiving notice of the decision. The request must have on one side, your name, address and telephone number, and on the other side, the ticket number, permit number and the reason for the second appeal. The decision of the University Traffic Safety Committee is final. The University Traffic Safety Committee may deny an appeal and charge the violator with a lesser offense to reflect the most appropriate violation.
- 18.5 Violations of the Pennsylvania Vehicle Code, which are beyond the authority of the University, may not be appealed; examples of these are as follows:
- Handicapped parking
 - Parked against the flow of traffic
 - Less than 20 feet from a crosswalk
 - Within 30 feet of a stop sign
 - Parked on privately owned premise without permission
- 18.6 You may also file your appeal online. If you wish to appeal your parking ticket on-line, please use the following address:
<http://www.millersville.edu/~police/> and follow the links to the Parking Division and Appeals.

19. Towing and Booting

- 19.1 The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:
- 19.1.1 That have accrued 3 or more parking tickets (paid or unpaid) within an academic year;

- 19.1.2 Without a current permit;
- 19.1.3 With an unauthorized, altered or revoked permit;
- 19.1.4 Without a license plate;
- 19.1.5 With an expired license plate;
- 19.1.6 Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots;
- 19.1.7 In repeated violation of parking regulations;
- 19.1.8 Blocking a loading dock or trash dumpster;
- 19.1.9 Parked in an area designated as a construction zone or in an area which requires emergency repairs and the owner refuses to move the vehicle;
- 19.1.10 Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment.
- 19.1.11 That have accumulated five or more unpaid parking tickets.
- 19.1.12 That have accumulated ten or more paid parking tickets.
- 19.2 The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a “show-up” fee or road service fee.
- 19.3 There is a \$25 boot removal fee charged for any vehicle that is booted. The boot will not be removed until all outstanding fees are paid in full.
- 19.4 The boot may not be removed by anyone but an authorized member of the University Police Department. Persons making attempt to remove a boot or immobilization device will be charged under appropriate sections of the Pennsylvania Crimes Code. Damages to the boots or immobilization devices will be the responsibility of the owner of the vehicle.
- 19.5 The University Police Department is not responsible for any damages caused to a vehicle by attaching or removing an immobilization device, or by warning stickers advising that a vehicle is about to be immobilized.

20. Traffic Regulations

- 20.1 All traffic laws as provided by the Pennsylvania Vehicle Code shall apply on University property. Operators of vehicles may be cited for violations under all appropriate sections of the Vehicle Code, or under section 7505 of the Pennsylvania Crimes Code: Government Rules Regarding Traffic.

- 20.2 Unless otherwise indicated, the maximum speed limit on University property is 15 miles per hour.
- 20.3 No person shall operate a motor vehicle at a greater speed than is reasonable and prudent under existing conditions.
- 20.4 Driving on grass or sidewalks is prohibited at all times, except for University-owned vehicles performing official duties.
- 20.5 Exceeding the speed limit or otherwise operating a motor vehicle in a reckless manner is grounds for revocation of parking and driving privileges on University property.
- 20.6 Motor vehicle accidents that occur on University property should be reported to the University police. Accidents that cause the vehicle to be inoperative or involving injury (no matter how slight) must be reported to University police. Accident reports are available upon written request from your insurance company; there is a \$5 fee charged for each copy.
- 20.7 Motorcycles and motorbikes, including mopeds, shall be operated only on roadways of the University and in accordance with the Pennsylvania Vehicle Code.
- 20.8 Drivers of any vehicle (including human powered vehicles) are prohibited from wearing headphones or any device that impairs the driver's ability to hear sound.
- 20.9 The Pennsylvania Vehicle Code requires that all vehicles MUST yield the right of way to pedestrians in a marked crosswalk.
- 20.10 Drivers are required to obey all traffic signs, signals, devices, and instructions from authorized persons directing traffic.

21. Services

- 21.1 Jump-starts – The University Police Department provides jump packs to assist you when your vehicle needs jump-started. You can request this assistance by calling ext. 3433. Give the dispatcher your location and the type of vehicle you are operating, and stand by your vehicle with the hood open to make it easier to find. If it is more convenient, you can pick up a jump-pack at the University Police Office (Lebanon House – 237 N. George Street) from 8 a.m. to 4:30 p.m. Monday through Friday.
- 21.2 Lockout Service – The University Police Department will provide assistance in cases of vehicle lockouts by opening the vehicle or facilitating contact with a locksmith if necessary. The officer will not open vehicles with electric locks or those that are equipped with side air bags.
- 21.3 Safety Escort Service – For personal safety, you may request an escort to or from your vehicle or other campus location. This service is available from 11 p.m. to 7 a.m. by calling extension 3433 on a campus telephone.

22. Answers to Frequently Asked Questions

22.1 How Do I Obtain a Parking Permit?

- 22.1.1 You can register at the University Police Department during normal business hours. Be sure to bring your student or staff ID. Permits will not be issued in person without ID present.
- 22.1.2 You can register by mail. During the fall semester, the University Police send out vehicle registration forms to all students. Commuter and resident students with 60 or more credits may participate in the mail-in registration. Please follow the instructions accompanying the registration form. You must send a self-addressed, stamped, legal-size envelope or the permit will not be mailed back to you.

22.2 I am a Resident Student With Less Than 30 Credits. Why Can't I Have a Permit?

- 22.2.1 Due to the number of available parking spaces near the dormitories, the University has restricted parking privileges to students who have 30 or more credits.
- 22.2.2 Students with less than 30 credits may still be issued a parking permit if they can show verifiable and defined need for a waiver. For a complete explanation of these guidelines see the Freshman – Sophomore Resident Parking Policy and Restricted Parking Policy Waiver documents available through the University Police Parking Division.
- 22.2.3 The University will consider these requests through a lottery.
- 22.2.4 Parking permits issued to students with less than 30 credits are considered to be Restricted Permits and allow the operator to park in assigned lots from 7 a.m. Monday to 4 p.m. Friday. After 4 p.m. Friday, you may park in any designated parking space not reserved by signs. You must return to your designated parking area by 7 a.m. Monday.
- 22.2.5 Do not enlist a friend to register your vehicle for you; this is a fraudulent registration and you can both be fined and have your parking privileges revoked.

22.3 What Do I Do If I Only Need a Car For a Couple Of Days?

- 22.5.1 Temporary parking permits are available at the University Police Department during regular business hours. There is no charge for a one-day permit. See the fee chart for cost of other temporary permits.

22.4 What Do I Do If I Get a Ticket?

- 22.4.1 Pay the ticket fine at the University Police Department (located in the Lebanon House – 237 N. George Street) in person, or use the drop box outside after hours. For appeals, you may appeal the ticket at the same location by completing the Parking Appeal Form.
- 22.4.2 Parking tickets issued for violation of the Pennsylvania Vehicle Code or Handicapped Violations are not eligible for appeal. These violations will become a state citation if not paid; you may request a hearing before the District Justice at that time.

22.4.3 Do not ignore a parking ticket. Overdue fines incur a \$5 late fee for every delinquent parking ticket and you risk having your parking privileges revoked and your vehicle towed or booted at your expense.

22.5 What Do I Do If My Car Breaks Down?

22.5.1 If you need to bring a different vehicle to the University, remember to transfer your parking permit to the new vehicle. If you forget to transfer the permit, you can pick up a free one-day parking permit at the University Police Department (Lebanon House – 237 N. George Street) during regular business hours.

22.5.2 If you break down on campus, you must notify the University Police by calling ext. 3433 on a campus telephone. If your vehicle is not in a designated parking space, you will be required to stand by your vehicle until an officer arrives. He/she will determine if your vehicle needs to be moved or not. If the vehicle is determined to be a hazard, then you must arrange to have it moved at once.

22.5.3 Failure to report the vehicle to the University police will result in the operator being responsible for any parking ticket issued to the vehicle. Appeals will not be granted due to your failure to follow this regulation.

22.6 Where Can I Park?

22.6.1 Your permit type determines where you may park. Yellow-lined areas are for staff only. White-lined areas are for commuter students only. Green-lined areas are reserved for resident students living on the West Side of campus, and Blue-lined areas are for resident students living on the East Side of campus. Other permits have other designations.

22.6.2 Areas posted for visitors are not open to vehicles displaying a University permit. Persons who are affiliated with the University may not use visitor parking spaces.

22.6.3 If you do not have a University parking permit, do not park on the University campus.

22.7 What if I have a Moped or Bicycle?

22.7.1 You may not park any of these vehicles inside or within 10 feet of any University building, except in those areas that are designed and approved for that purpose. You are not required to register your bicycle for parking, but you are encouraged to register it with your local police for theft prevention purposes.

22.7.2 You may not ride bicycles in any University building at any time. When operated outdoors, bicycles must be used in accordance with Pennsylvania Laws and University Regulations.

22.7.3 Bicycle operators must always give the right of way to pedestrians.

22.7.4 Make sure you lock your vehicles and bicycles to avoid theft.

22.8 *Is The University Responsible For Damage Done To or Theft From My Vehicle?*

22.8.1 No liability is created by the granting of parking or vehicle operating privileges on property owned, leased, or otherwise controlled by the University.

22.8.2 The University assumes no responsibility for care or protection of vehicles or contents while operated or parked on University property.

22.8.3 Officers of the University Police Department patrol University parking facilities 24 hours a day.

22.8.4 Remember to always lock your vehicle and to put valuables out of sight.

22.9 *If I Am a Visitor Do I Have To Pay This Parking Ticket?*

22.9.1 If you are a first-time visitor to this campus, have not ever been a student or staff member, and if you have not had any previous violations, the University will grant you one courtesy void for Failure to Display Permit and/or Parking in a Designated Staff Area when you submit an appeal. However, we will not waive any other part of the regulations.

22.9.2 You will be responsible for any additional tickets issued to your vehicle.

22.10 *Who Is Responsible For a Parking Ticket Issued To a Vehicle?*

22.10.1 The person who is listed as the owner in the records from the Department of Transportation is responsible for all penalties, fines and fees assessed to a vehicle. However, the University will assign any parking ticket issued to a vehicle owned by a student's family to the student. It will be his or her responsibility to prove that someone else operated the vehicle.