

**MILLERSVILLE UNIVERSITY  
PARKING REGULATIONS AND PROCEDURES  
2023-2024**

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**MILLERSVILLE UNIVERSITY  
PARKING REGULATIONS  
2023-2024**

**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, Sub Chap. 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. 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 717-871-4087.
- 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. For the first week of the fall and spring semesters, the Department is open Monday through Thursday from 8 a.m. to 6 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 Boyer Building. The Department business phone number is 717-871-4357, parking office number is 717-871-5964. For all other emergencies, dial 911 from campus phones and off-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.
- 2.5.1 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 need to drive an alternate vehicle to campus when a registered vehicle is temporarily unavailable can stop by the university police department and pick up a free one-day pass.
- 3.2 Temporary parking permits allow the same parking privileges as the registrant's regular permit unless specified on the permit.

- 3.3 An additional secondary vehicle permit can be purchased for \$15. To purchase an addition permit for a secondary vehicle, you must drive the secondary vehicle to campus, stop in the parking office in the Boyer Building with the vehicle registration and student ID. A secondary permit is available to Commuters only. The secondary vehicle **must be a family-owned or personal-owned vehicle. You may not register a friend or roommate's vehicle.**

#### 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. 16 Millersville Inbound/Outbound to Lancaster City and MU Xpress) public buses free of charge. **Students can pick up an access card at the Student Memorial Center.** For more information on the shuttle service offered to MU students go to ([www.millersville.edu/shuttlebus](http://www.millersville.edu/shuttlebus))
- 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 from 8:00 a.m. through 3:00 p.m. Monday through Friday.
- 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**

- 5.1.2.1 All vehicles must display a valid parking permit when parked on the grounds of Millersville University Monday through Friday from 8 a.m. – 4 p.m. Parking is open without a permit after 4 p.m. weekdays and all weekend (weekend hours start 4 p.m. Friday and end at 8 a.m. Monday). *Non-student guests may obtain a guest parking permit from our website – [www.millersville.edu/police](http://www.millersville.edu/police) or during the weekday hours at the parking office in the Boyer Building, Millersville, PA.* Specific exceptions to this regulation are noted herein, and are limited to Government vehicles, vehicles already bearing a Handicapped plate or placard, marked contractor work vehicles and visitor vehicles with a day parking pass.
- 5.1.3 A student is defined as someone attending classes at Millersville University. This includes Graduate students and Continuing Education students.
- 5.1.4 Students who work for the University are still considered students for the purposes of these regulations and must purchase a student permit if they have a vehicle on campus.
- 5.1.5 The first week of any semester is generally a grace period. During this time there will be no parking enforcement for not **displaying a parking permit. Any other parking violation may**

**be ticketed, including, but not limited to, parking in a restricted or reserved parking space or not parking within parking lines.** During this grace period you must obtain a parking permit and have it displayed on your vehicle by the beginning of the second week of the semester.

- 5.1.6 Parking permits are available to purchase from our website, [www.millersville.edu/police](http://www.millersville.edu/police). Follow the steps to apply online for your parking permit. You must present a valid University ID card when picking up a parking permit in the parking office. If you are a visitor, you must have a valid Driver's license. If you are a vendor, you must present your business credentials.
- 5.1.7 Permit Ownership – A parking permit signifies that 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 will assign the violation to the student for any vehicles registered in their name or to their family.
- 5.1.8 Permit Display – Most Millersville University student parking permits are in the form of a non-removable sticker that must be secured on the outside of the rear window of your vehicle. *If you own a jeep with plastic windows or any other vehicle such as a convertible, you can display your sticker on your front windshield.* Parking permit stickers 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.
- 5.1.9 *Ware Center parking in downtown Lancaster.* Students taking a class at the Ware Center may park in the Prince Street parking garage (downtown Lancaster) with the purchase of a Millersville campus permit. With purchase of a campus permit, students at the Ware Center will receive a daily voucher that will allow free access to exit from the parking garage on Prince and Orange Streets. If you do not purchase a campus permit, you can find available on-street parking (free after 5 p.m. weekdays)

## **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 and to register all vehicles they operate. Parking permits are to be purchased online from our website [www.millersville.edu/police](http://www.millersville.edu/police). Permits purchased online with pick up option will need to be picked up at the Parking office in the Boyer building. Please bring your student ID card with you when you pick up your permit.
- 5.2.2 Commuter Permits allow the operator to park in white-lined parking areas only from 8 a.m. to 4 p.m. Monday through Friday. After 4 p.m. weekdays and on weekends parking is open (no permit required) to park. Vehicles with a valid Commuter permit may park in any official parking space except those reserved by signs.

- 5.2.3 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.
- 5.2.4 To be eligible for a commuter permit, the student must live off campus (anywhere other than the University's residence halls). Students who live in Shenks Hall or Reighard Hall may purchase a commuter permit if there is no parking available in their designated parking lot.

### **5.3 Resident Student Permits**

- 5.3.1 Resident students who wish to park their vehicles on campus are required to have a valid parking permit. Parking permits are to be purchased online from our website [www.millersville.edu/police](http://www.millersville.edu/police). Follow the information carefully when applying. All residential permits are for pickup only. You will need to have your student ID card with you when you pick up your permit at the Parking office in the Boyer building.
- 5.3.2 Resident students are assigned a parking space. Each blue lined parking space around the resident halls have a number assigned to it. Your permit number is your parking space number. You are required to park in this assigned parking space 8 a.m. to 4 p.m. Monday through Friday. After 4 p.m. you can park in any white lined space on campus. You cannot at anytime park in any other blue lined parking space other than the space assigned to you.

### **5.4 Restricted/Overflow parking permits**

- 5.4.1 Restricted/Overflow permits are available at a discount to resident students who do not receive a blue reserved parking space. Parking for the restricted/overflow permits is limited to the garage located on the corner of Prince Street and Cottage Avenue.
- 5.4.2 Restricted permits are available for a full academic year only (\$70). All resident students will see this permit option when applying for a permit. Please make sure you are familiar with where you can park BEFORE applying and paying for this permit.
- 5.4.3 Please take note that this restricted/overflow permit is not valid for any parking spots on campus other than the garage on Prince Street and Cottage Avenue from Monday to Friday, 8 a.m. to 4 p.m. Students will be responsible for any tickets issued for parking in areas not permitted by your parking permit.

### **5.5 Display of Student Parking Permits**

- 5.5.1 Student parking permits stickers must be affixed on the rear window on the outside of the vehicle. If the operator decides to place the permit in any manner where it is not clearly visible, they are responsible for the issued ticket. The permit must be displayed at all times when the vehicle is parked on University property except evenings and weekends.

## **5.6      Staff Permits**

- 5.6.1 All University faculty and staff members who wish to park on campus are required to have a valid staff parking permit.
- 5.6.2 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 from Monday to Friday, 8 a.m. to 4 p.m.
- 5.6.3 Faculty and Staff are requested to park in yellow-lined areas only. If all yellow-lined parking areas are filled, staff may park in a white-lined space. 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.
- 5.6.4 Faculty / Staff permits are exclusively for use by the members of the University Faculty or Staff and are valid for any vehicle that you operate. We ask that you register each vehicle with the parking office so we have your information on file. You are limited to one parking permit without charge. Second permits are charged at the rate outlined in the Permit Fees section.
- 5.6.5 Only the person who registered the permit, and their spouse/partner may use a Faculty/Staff permit; the vehicle may not be parked on University property by anyone other than the employee, their spouse or significant other. 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. 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.
- 5.6.6 Student employees may not be issued Faculty/Staff permits. There will be no exceptions.
- 5.6.7 Permit Returns – Faculty or Staff ending employment must return their permit to the Human Resources Office or return it to the parking office at University Police. If you have any outstanding parking fines you will be responsible to pay them.
- 5.6.8 Currently issued staff permits expire 8/31/2025. 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.

## **5.7      Visitor Permits**

- 5.7.1 Visitors are always welcome at Millersville University. There are a limited number of visitor parking spaces specifically marked for visitors. Visitors are required to obtain a day parking pass PRIOR to parking on campus. Permits for visitors can be obtained using our online process from our website [www.millersville.edu/police](http://www.millersville.edu/police) or from the Parking office in the Boyer

building. All entrances and most parking lots have signs stating a permit is required to park on Millersville campus and where to go to obtain a visitor pass.

- 5.7.2 All visitors to the University must display a visitor parking permit. There is no charge for a day pass. Permits for visitors can be obtained one day in advance using our online service or the day of at our parking office.
- 5.7.3 Visitor permits are in the form of an e-permit and must be clearly visible on the vehicle's dashboard when on campus.
- 5.7.4 A first-time **visitor** (not a current student, faculty, or staff member) who receives a parking ticket for either not displaying a valid permit or parking in staff spaces may be granted a visitor courtesy void. Information provided on the ticket will instruct a visitor on what to do if a ticket has been issued for one of the above violations. The University will excuse only one violation per vehicle. *If a visitor receives a parking ticket and has a prior ticket or tickets (issued or voided), the visitor will not be granted a courtesy void.* This courtesy void applies only to the vehicle and does not apply to the actual operator of the vehicle that was ticketed.
- 5.7.5 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](mailto:parking.division@millersville.edu)

## **5.8 Vendor/Contractor Permits**

- 5.8.1 Vehicles operated by people doing work with the University must display a parking permit. Free one-day permits are available at the parking office. Representatives of service companies may apply for a parking permit using the online Vendor permit process. There is a \$15 fee charged for this permit and it is good for one year from month of purchase. Contractors (verified through Facilities Management) can apply online and receive a parking permit free of charge.
- 5.8.2 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.
- 5.8.3 Vendor permits must be displayed from the vehicles rearview mirror.

## **5.9 Motorcycle Permits**

- 5.9.1 Motorcycles are exempt from the permit requirement.



5.9.2 Motorcycles can park in any legal lined, non-reserved parking space.

**5.10 Government Vehicles**

5.10.1 Government vehicles displaying OFFICIAL USE municipal, state or federal license plates are exempt from the permit requirement.

**5.11 Special Permits**

5.11.1 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. Below are the permits available to students/visitors/faculty/staff and vendors.

PERMIT TYPE	FULL YEAR	FALL	SPRING	SUMMER
Faculty / Staff	First permit is free of charge, one additional permit is \$15			
Commuter	\$100	\$68	\$68	\$58
Resident	\$110	\$68	\$68	N/A
Restricted/Overflow	\$70			
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			
Vendor (1 year)	\$15	Permits are valid for one year from the date of purchase.		

**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 fee of \$50.00. 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 Lost Parking Permit Report. This report will be kept on file at the University Police Department. If a permit is stolen, an officer will be required to take a report for this stolen parking permit. There is no fee to replace a permit that is stolen.
- 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 8 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 residential permits are required to park in their assigned colored parking spaces from 8 a.m. to 4 p.m. Monday through Friday. After 4 p.m. Friday you may park in any designated white lined parking space. You must return to your assigned numbered space by 8 a.m. weekdays.
- 9.10 University parking may not be used for storage parking. Storage parking is defined as overnight parking by commuters, faculty, or staff who are not working/on duty for the University. Overnight parking for educational or athletic activities may be authorized by contacting the University Police Parking Division with prior notification. Vehicles in violation of this section will be ticketed and/or towed from University property at the owner's expense.

## **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 \$100 and the vehicle may 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.
- 10.5 You are not required to purchase or display a University permit if you display a valid handicap permit while on campus.

**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. You must park in a legal/lined non-reserved parking space.
- 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 designed for pedestrian bicycles.
- 11.5 The same rules pertain to motorcycles as to cars, but more than one motorcycle may be parked in one regular parking space as long as you are not blocking another motorcycle. Multi-striped areas lined to prevent cars from parking, such as the ends of rows of spaces can be used by motorcycles as long as it does not create a hazard.

## **12. Electric Vehicle Charging Stations**

- 12.1 There are six (6) electric vehicle charging stations on campus, two (2) in the Ganser Loop, two (2) in the McComsey parking lot, and two (2) in the Stayer parking lot.
  - 12.1.1 Charging stations are for Millersville University faculty/staff/students only.
  - 12.1.2 Permits are required to be displayed on the vehicle.
  - 12.1.3 Vehicles must move within two (2) hours of being fully charged.
- 12.2 Other Restriction:
  - 12.2.1 Weekdays between 9AM – 4PM parking in an electric vehicle space is only for Faculty/Staff and Commuters. Resident students may not charge vehicles during this time.
  - 12.2.2 Resident students may charge their vehicles overnight between 4PM – 9AM and weekend hours. Residents must adhere to the rules and regulations above and move within two (2) hours of being fully charged.
  - 12.2.3 All vehicles are subjected to enforcement if they are in violation of regulations.
  - 12.2.4 Vehicles found in violation of the rules above will be ticketed for either:
    - 12.2.4.1 Failure to Display Valid Permit (if no permit)
    - 12.2.4.2 Restricted Permit Violation (if over the 2-hour limit)

## **Reserved Spaces**

- 12.1.1 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.
- 12.1.2 Reserved Spaces – Unauthorized vehicles parked in reserved spaces will be ticketed and/or towed at the owner's expense.

## **13. Specific Parking Regulations**

- 13.1 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:
  - 13.1.1 Without a valid permit weekdays Monday through Friday 8 a.m. – 4 p.m.;
  - 13.1.2 In reserved spaces without the appropriate permit;
  - 13.1.3 In “no parking” areas;

- 13.1.4 In a handicapped space without proper plate or placard;
- 13.1.5 Blocking fire lanes, fire exits or within 10 feet of a fire hydrant;
- 13.1.6 Blocking doorways;
- 13.1.8 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.
- 13.1.9 In service entrances, construction sites, or spaces reserved for maintenance vehicles;
- 13.1.10 On lawns, sidewalks, crosswalks, parking lot driveways and curb cuts for persons with disabilities or straddling painted lines;
- 13.1.11 Within 30 feet of a stop sign;
- 13.1.12 In areas where the permit is not valid;
- 13.1.13 Over or adjacent to curbs painted yellow;
- 13.1.14 Against the flow of traffic;
- 13.1.15 On roadways, in traffic lanes or within intersections;
- 13.1.16 An unattended vehicle with keys in the ignition or engine running;
- 13.1.17 Where signs prohibit;
- 13.2 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.
- 13.3 Vehicles are not permitted in areas or spaces closed by barricades or other traffic control devices.
- 13.4 Any person desiring to make other than emergency repairs on his/her vehicle may not use University property to do so.
- 13.5 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.

- 13.6 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.
- 13.7 The Chief of University Police or the Parking Office reserves the right to cancel a person's parking privileges based on cause.

**14. Parking Violations Penalties, Fines and Fees**

- 14.1 Unauthorized parking in handicapped space ----- \$100.00\*
- 14.2 Fraudulent registration: ----- \$50.00 fee + Possible loss of parking privileges
- 14.3 No permit (FAILURE TO DISPLAY PERMIT) ----- \$50.00 (+cost of permit)
- 14.4 Persons who demonstrate that they had a permit at the time the ticket was issued for NO PERMIT (FAILURE TO DISPLAY A PERMIT) can have the ticket reduced to \$20.00 for not displaying the permit in accordance with these regulations. The ticket will not be excused.
- 14.4 Parking in unauthorized lots or spaces ----- \$25.00
- 14.5 Parking on grass (+ damages) ----- \$25.00
- 14.6 Parking outside designated space ----- \$25.00
- 14.7 Against the flow of traffic ----- \$25.00\*
- 14.8 Less than 20 feet from crosswalk ----- \$25.00\*
- 14.9 Within 30 feet of a stop sign ----- \$25.00\*
- 14.10 Parking on private property ----- \$25.00\*
- 14.11 \* 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.
- 14.12 Fines and fees can be paid at the University Police Parking office (Boyer building) 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 or money order and make it payable to: MU TRAFFIC FUND or Millersville University; placing your student M number in the memo box along with

the ticket number. The Department will not be responsible for cash sent through the mail. Payment can also be made in our office using a check/money order or Marauder Gold or online on our website. Go to [www.millersville.edu/police/](http://www.millersville.edu/police/) for more information.

- 14.13 Failure to pay the fees will result in a late fee being assessed to each parking ticket as follows:
  - 14.13.1 15 – 14 days: Late fee of \$3.00 (e.g., \$25.00 fine + \$3.00 late fee = \$28.00)
  - 14.13.2 15 – 20 days: Late fee of \$5.00 (e.g. \$25.00 fine + \$5.00 late fee = \$30.00)
  - 14.13.4 In addition to the fine and cost, failure to pay outstanding tickets might result in the withholding of grades, transcripts and permission to register for subsequent semesters. It might result in charges being filed under applicable Commonwealth statutes. Your vehicle may be towed or booted at owner's expense.
  - 14.13.5 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.

Scofflaws – anyone who accumulates more than 3 (three) unpaid parking tickets is considered a scofflaw.

Habitual Offender – anyone who accumulates more than 6 (six) paid or unpaid tickets is considered a habitual offender.

## 15. **Appeals of Parking Violations**

- 15.1 Operators wishing to contest 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 using our online appeal process on our website [www.millersville.edu/police](http://www.millersville.edu/police). Appeals will be handled in accordance with the University Parking Appeals procedures in effect at that time.
- 15.2 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.
- 15.3 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

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operator becomes an element of appeal. Documentation is required for all appeals based on causative necessity.

15.4 If you feel that you have been treated unfairly under appeal, you may submit a new (de novo) second appeal to the University Traffic Safety Committee. The request must be submitted by filling out the second appeal form (available at the parking office) within 72 hours after receiving notice of the appeal denial. 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.

15.5 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

15.6 You must file your appeal online. If you wish to appeal your parking ticket, please use the following address: <http://www.millersville.edu/police/> and follow the links to the Parking Division and Appeals.

## **16. Towing and Booting**

16.1 The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:

16.1.1 That are in violation of the storage parking regulation

16.1.2 Without a current permit;

16.1.3 With an unauthorized, altered or lost / stolen permit;

16.1.4 Without a license plate;

16.1.5 With an expired license plate;

16.1.6 Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots;

16.1.7 In repeated violation of parking regulations;

16.1.8 Blocking a loading dock or trash dumpster;

- 16.1.9 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;
- 16.1.10 Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment.
- 16.1.11 That have accumulated three (3) or more unpaid parking tickets.
- 16.2 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.
- 16.3 There is a \$25 boot fee charged for any vehicle that is booted. The boot will not be removed until all outstanding fees are paid in full or a payment plan has been established and agreed to by the parking division
- 16.4 The boot may not be removed by anyone but an authorized member of the University Police Department. Persons attempting 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.
- 16.5 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.

**17. Traffic Regulations**

- 17.1 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.
- 17.2 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 \$15 fee charged for each copy (pursuant to Title 75).
- 17.3 Drivers are required to obey all traffic signs, signals, devices, and instructions from authorized persons directing traffic.