

**MILLERSVILLE UNIVERSITY
PARKING REGULATIONS AND PROCEDURES
2012-2013**

CONTENTS

- 1. General Information**
- 2. Accidents and Inoperable Vehicles**
- 3. Alternate Vehicles**
- 4. Alternative Transportation**
- 5. Parking Permits**
 - 5.2 Commuting Student Permits**
 - 5.3 Evening Permits**
 - 5.4 Resident Student Permits**
 - 5.5 Restricted Student Permits**
 - 5.6 Display of Student Parking Permits**
 - 5.7 Faculty/Staff Permits**
 - 5.8 Visitor Permits**
 - 5.9 Vendor Permits**
 - 5.10 Motorcycle Permits**
 - 5.11 Government Vehicles**
 - 5.12 Special Permits**
- 6. Parking Permit Registration Fees**
- 7. Fraudulent Registration**
- 8. Lost or Stolen Parking Permits**
- 9. General Regulations – Driving and Parking**
- 10. Handicapped Parking**
- 11. Motorcycle Regulations**
- 12. Reserved Spaces**
- 13. Specific Parking Regulations**
- 14. Parking Violations Penalties, Fines and Fees**
- 15. Appeals of Parking Violations**
- 16. Towing and Booting**
- 17. Traffic Regulations**

**MILLERSVILLE UNIVERSITY
PARKING REGULATIONS
2012-2013**

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. 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. 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/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 AM through 3:00 PM 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 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 with a day parking pass parked in marked visitor spaces. The first week of any semester is considered a grace period for **displaying a parking permit only**. 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.
- 5.1.3 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.
- 5.1.4 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.
- 5.1.5 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 (yellow, blue, or green spaces). 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 RESIDENT PARKING POLICY”. Permits not issued under the waiver will be offered through a lottery of all permit applications received.
- 5.5.3 Waiver issued permits and lottery issued permits are the same as regular permits but are good for only one semester at a time and require a new application for each semester.
- 5.5.4 The deadline to apply for the fall semester is August 22nd, 2012 and December 11th, 2012 to be considered for the 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 color coded area 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 three (3) 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 for “Failure to display permit” (\$50.00), to a vehicle not displaying a current permit, the operator (failing to put the permit on the rearview mirror) may be able to have the fine reduced to \$20. 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.

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 visitor parking spaces marked for visitors. Visitors are required to obtain a day parking pass from the parking office in the Lebanon House prior to parking on campus.
- 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** (not a current student, faculty, or staff member) 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	\$95	\$63	\$63	\$53
Evening Permits	\$35	Valid for academic year.		
Resident Permits	\$105	\$63	\$63	N/A
Freshman Permits	\$63 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 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 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 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. 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 \$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. Reserved Spaces

- 12.1 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.
- 12.2 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;
 - 13.1.2 Without displaying a valid permit;
 - 13.1.3 In reserved spaces without the appropriate permit;
 - 13.1.4 In “no parking” areas;
 - 13.1.5 In a handicapped space without proper plate or placard;
 - 13.1.6 Blocking fire lanes, fire exits or within 10 feet of a fire hydrant;
 - 13.1.7 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 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 -\$200.00*
- 14.2 Fraudulent registration: ----- \$50.00 fee + 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 time the ticket was issued for NO PERMIT (FAILURE TO DISPLAY A PERMIT) will be assessed a fine of \$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 ----- \$25.00 (+damages)
- 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 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.

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

- 14.13.1 5 – 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. \$2500 fine + \$5.00 late fee = \$30.00)

14.13.4 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.

- 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 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. Appeals will be reviewed by a three person committee (Parking Appeal Committee) composed of a student, faculty, and staff member appointed by the Vice President for Student Affairs. Two votes in favor or against the appeal must be secured for a decision to be made.
- 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 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 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.
- 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 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.

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 revoked 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.

16.1.12 That have accumulated six (6) more paid 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 removal fee charged for any vehicle that is booted. The boot will not be removed until all outstanding fees are paid in full.
- 16.4 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.
- 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.