


<p><b>Name of Policy:</b> <u>Vehicle traffic and parking.</u></p> <p><b>Policy Number:</b> 3364-61-01</p> <p><b>Issuing Office:</b> President</p> <p><b>Responsible Agent:</b> Vice President of Administration</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Most Recent Revision Date:</b> July 25, 2012</p> <p><b>Original Effective Date:</b> July 28, 2008</p>								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td>X</td> <td>Major revision of existing policy</td> <td><input type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	X	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

(1) Motor vehicle laws

The motor vehicle laws of the state of Ohio as set forth in Title 45 of the Revised Code are applicable and enforceable on the campuses of the University of Toledo wherever motor vehicles are permitted to travel. Therefore, except where specially modified herein, all applicable provisions of Title 45 of the Revised Code will be enforced on the campus at all times.

(2) Parking

The University of Toledo provides parking facilities for the use by the University's students, faculty, staff, patients, affiliates, visitors and other persons or groups whose activities are consistent with the mission of the University. The University retains the right to determine which activities are consistent with its mission.

(3) Applicability

This policy applies to all persons operating motor vehicles upon any University property. It is the responsibility of each member of the University community to read, understand and abide by this policy. Ignorance of this policy is not an acceptable reason for appealing a violation.

(4) Responsibility

Any citations received at the University of Toledo will be the responsibility of the registered owner of the vehicle, unless the vehicle is registered with a University of Toledo permit. If a vehicle is registered with a University of Toledo permit, then the citation will be the responsibility of the owner of the permit. Immediate family or legal guardians of students and/or faculty/staff are not considered visitors, but are part of the University community and are expected to adhere to all parking regulations.

(B) Purpose

The motor vehicle, traffic and parking policy of the University of Toledo is enacted to facilitate the orderly and safe operation of vehicles and for the protection of all persons on the campus of the University of Toledo.

(C) Definitions

In this policy, unless the context otherwise requires, the following definitions shall apply:

- (1) Faculty/Staff refers to any full or part time non-student employee of the University of Toledo.
- (2) Graduate Assistants refers to graduate students appointed by a dean or director of a college and approved by the Graduate School and who are responsible for instructional duties or otherwise assisting within the appointing college or an administrative office.
- (3) Students refers to all persons registered for classes at the University, whether for credit or otherwise, undergraduate or graduate, full or part-time, night or distance learning class enrollees, or persons making up incompletes or in progress grades. Included are those working for the University less than full-time under student payroll accounts.
- (4) The term "visitor" refers to a person other than faculty, staff, or students or family members of same who operates a motor vehicle on campus.
- (5) Motor vehicles include motor-powered, passenger-carrying vehicles operating on land. List contains but not limited to cars, trucks, SUVs, vans golf carts, recreational vehicles and motorcycles.
- (6) Vehicle includes everything on wheels or runners, including bicycles, but does not mean electric personal assistive mobility devices.
- (7) Parking refers to stopping or waiting, regardless of whether a vehicle is attended or not.
- (8) Permit refers to the registered parking permit allowing a person to park and/or operate a motor vehicle on the University of Toledo property.
- (9) Affiliate refers to a person who is not an employee of the University but has an official business relationship with the University requiring a reoccurring parking presence on campus such as a contractor or some vendors.

(D) Procedures

- (1) Parking permit requirements
  - (a) Every individual who parks or expects to park a motor vehicle (whether privately owned, leased or borrowed) on University property, at any time, must obtain a valid parking permit.
  - (b) Auxiliary Services shall issue the appropriate parking permit upon proper registration application and payment of parking fees, via the online parking system.

- (c) The person to whom a vehicle is registered is responsible for all citations, regardless of who is driving the vehicle. It is the responsibility of the registered driver to make sure others operating that vehicle understand and obey these regulations except as provided for in paragraph A(4).
  - (d) **A permit does not insure the availability of a convenient parking space, but grants the privilege of parking in a specified area when space is available.**
- (2) Purchasing a parking permit
- (a) Student permits
    - (i) Students may purchase a permit at: [myparking.utoledo.edu](http://myparking.utoledo.edu) or access through the MyUT portal.
    - (ii) Students must be enrolled for the current or upcoming semester to have access to register for a student parking permit.
    - (iii) Student parking permit purchases are automatically charged the cost of a permit in his/her student account.
    - (iv) Permits may be canceled by the student up through add/drop for the given semester.
    - (v) Fees are posted on the Parking Services website ([www.utoledo.edu/parkingservices](http://www.utoledo.edu/parkingservices)) as well as on the parking permit system. Fees vary in both cost and duration of validity.
    - (vi) There are no refunds for vehicle registrations.
  - (b) Faculty/Staff
    - (i) Faculty/staff may purchase a permit at: [myparking.utoledo.edu](http://myparking.utoledo.edu) or access through the MyUT portal.
    - (ii) Permits may be purchased through payroll deduction or by credit card.
    - (iii) Fees are posted on the Parking Services website ([www.utoledo.edu/parkingservices](http://www.utoledo.edu/parkingservices)) as well as on the parking permit system. Fees vary in both cost and duration of validity.
    - (iv) There are no refunds for vehicle registrations.
  - (c) Affiliates
    - (i) Permits are requested through the sponsoring university department and authorized through Auxiliary Services.
    - (ii) VENDORS – University units receiving regular service from non-University suppliers shall provide the supplier a special parking permit available from Parking Services. Check with Auxiliary Services for the current cost of this permit.

- (iii) CONTRACTORS – Contractors, including their employees, shall register all vehicles that may be parked on campus and MUST park in designated spaces.
  - (iv) There are no refunds for vehicle registrations.
- (d) Other Permits
- (i) MOTORCYCLES - must be registered in the parking system. A fee may be assessed at point of registration.
  - (ii) PERMANENTLY HANDICAPPED – Permanently disabled persons with state handicapped plates or placards may register their license plate or placard number in the parking system. A UT permit is still required to park on campus.
  - (iii) ONE-DAY PARKING PERMITS – Faculty, staff, and students may obtain a temporary parking permit, good for one day for a \$3.00 charge at [guestparking@utoledo.edu](mailto:guestparking@utoledo.edu). Persons who have previously purchased a permit may, upon application to the AUXILIARY SERVICES office, receive a temporary permit at no charge for a period of no more than five (5) days in cases in which the regular vehicle is out of service.
- (e) PERMITS NOT NEEDED (Main Campus) – Parking permits are not required on weekends (from 5 p.m. Friday until 7 a.m. Monday) and periods when the University is not in session. The University is considered to be in session during final exam weeks. ALL OTHER PARKING REGULATIONS REMAIN IN EFFECT AND ARE ENFORCED AT ALL TIMES.
- (f) A permit is always required to park at the Health Science Campus unless parking in a patient area. If an employee is visiting a patient or is a patient themselves, a note must be displayed on the dash in addition to their vehicle being registered in the parking system.
- (g) Occasional visitors
- (i) All occasional visitors to Main Campus shall obtain a one-day visitor permit prior to parking on University property. One-day visitor temporary parking permits are available online at <http://guestparking@utoledo.edu>.
  - (ii) **No faculty, staff or student shall park in visitor spaces for any reason. Exception refer to Section D(2)(f)**
- (h) Parking Rules
- (i) The parking spaces on campus are divided into two basic categories – approved spaces and restricted spaces – which are

explained below. The Chief of Police shall designate approved parking spaces and areas.

- (ii) **Signs at the entrances to parking areas will indicate the general use of the area; however the use of specific spaces will be indicated by the color of the lines painted directly on the parking surface, and/or signs at individual spaces or on light poles.**
  - (iii) Except as otherwise provided, registered vehicles shall be parked only in approved parking spaces. Any areas with crosshatched stripes are not approved spaces – they are no parking zones.
  - (iv) Overnight parking is defined as parking anytime between 1 a.m. and 6 a.m.
  - (v) COMMUTER STUDENTS – Main Campus commuter student parking spaces shall be indicated by white lines painted directly on the parking surface.
  - (vi) Between the hours of 4 p.m. and 7 a.m., commuter students may park in any approved faculty/staff (yellow-lined) space, unless posted to indicate otherwise, and with the exception of those described in Sections D(4)(j) through D(4)(n) inclusive.
  - (vii) Health Science Campus – Parking area postings are enforced 24 hours a day, 7 days a week (24/7).
  - (viii) Lot 27A is designated as No Overnight Parking.
  - (ix) RESIDENTIAL STUDENTS — All vehicles used by students residing in any residence hall or the McComas Village will be restricted to parking in specific areas as designated by the Chief of Police.
  - (x) All resident students with less than 30 earned credit hours will be required to park in a designated area at the Scott Park campus.
  - (xi) FACULTY AND STAFF – Main Campus - Faculty/Staff parking spaces shall be indicated by yellow lines painted directly on the parking surface.
  - (xii) Faculty and staff may park in any approved parking space, except for visitor spaces, service spaces, gold permit spaces, areas described in sections D(4)(j) through D(4)(n) inclusive, and any other spaces restricted as to use by the Chief of Police.
  - (xiii) Health Science Campus – Parking area postings are enforced 24/7.
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- (i) DEPARTMENT LOADING PERMITS – For purposes of loading or unloading outside of authorized parking areas, operators of vehicles properly registered must obtain a special short term loading permit at no charge from Auxiliary Services.

- (i) The loading permit is good for 30 minutes, and the vehicle must be parked in a loading zone or other approved parking space with its four-way flashers operating.
  - (ii) Loading permits do not authorize the holder to park where parking is specifically prohibited or in special use areas (handicapped spaces or individually reserved spaces).
  - (iii) A Loading Pass on non-company logo vehicles must be displayed regardless of any other parking permit.
  
- (j) VISITORS – The Chief of Police may designate spaces to be limited to visitor parking.
  - (i) Visitor spaces are reserved for visitors 24 hours daily and are not approved for parking registered vehicles.
  - (ii) Students, faculty, or staff shall not use any visitor parking space.
  - (iii) Visitors may be excused for 3 violations for non-registration of a vehicle during one academic year. Visitors will be held liable for all additional violations.
  - (iv) After obtaining a Visitor’s registration (temporary parking permit), visitors may park in any student spaces which is designated on the lot signs as “A” permit.
  - (v) Visitors will be responsible for complying with all parking regulations.
  
- (k) HANDICAPPED – The Chief of Police may designate spaces to be limited to handicapped parking.
  - (i) Spaces will be indicated by blue lines painted directly on the parking surface and signage for each space. Spaces so marked are approved for use only by vehicles with a registered University permit as well as a state handicap placard or plate (see section (D)(2)(d)(ii)).
  - (ii) A person with a valid handicap placard/plate and UT registration may park in any unreserved, white or yellow lined space.
  - (iii) Centrally located on Main Campus, Lot 11, between Snyder Memorial and the Student Union is designated as handicapped parking only, except where service vehicle and loading spaces are indicated.
  
- (l) DONORS - Donor permit registration allows a person to park in any unreserved faculty, staff or student parking space on all campuses: Main, Scott Park, and Health Science Campus.

- (i) Areas where a donor permit is allowed to park include permit designations: A,B,C,D,F,H and K. These letters are found on signs before entering a parking area and also on the light posts in each row of the parking area.
  - (ii) Donor permits are forbidden to park in handicap zones, parking meters, fire lanes, the Centennial Mall, and an “E” or “G” permit parking area.
  - (iii) If an area is not identified with parking lines then it is not a valid parking space
  
- (m) OTHER – The Chief of Police may designate other individually reserved spaces. Spaces so marked shall be used only as indicated.
  
- (n) SPECIAL EVENT – The Chief of Police may temporarily designate spaces for special event parking for which a special parking fee may be assessed.
  - (i) Vehicles with a valid parking permit registration will not be required to pay the additional special fee unless they are seeking access to a parking area that has been specified as reserved for that purpose, such as the season parking area for football games.
  - (ii) The Chief of Police shall have authority to make temporary changes in cases of emergency or special University needs. Spaces so temporarily designated are not approved parking spaces.
  - (iii) There shall be a fee for parking on campus for special events designated by the Chief of Police. Persons with a valid University of Toledo parking registration shall be exempt from this fee.
  - (iv) Fees for special event reserved parking may be established from time to time by the Chief of Police in such areas and spaces as shall be temporarily designated. Spaces so temporarily designated are not approved parking spaces.
  
- (o) MOTORCYCLES – The Administration may designate spaces and areas to be limited exclusively for motorcycle, motor scooter, and motorbike parking.
  - (i) Designation may be on a temporary basis with a return to regular use during winter months when motorized two-wheeled transportation is not normally used.
  - (ii) Under no conditions will gasoline-powered vehicles, including mopeds, be stored or parked inside University buildings.
  - (iii) Two-wheeled vehicles are prohibited from parking in approved parking spaces designated for automobiles.

- (iv) Motorcycles need to be registered in the parking system to be valid to park on campus.
  
- (p) GOLF CARTS – Golf carts may operate on university roadways but must meet the statutory requirements that are applicable to motor vehicles.
  - (i) Golf carts must follow the traffic laws required of all motor vehicles.
  - (ii) Golf carts may not operate on sidewalks.
  
- (q) UNIVERSITY VEHICLES – All University vehicles being utilized or operated by faculty, staff, or students must be parked in approved spaces; parking restrictions and prohibitions will apply in all instances, and assigned drivers will be responsible for any tickets received.
  - (i) University maintenance and service vehicles may park in appropriate service areas.
  - (ii) Personal vehicles that are used for University work purposes must be parked in approved areas and follow all parking and traffic regulations.
  - (iii) All University vehicles need to be registered in the parking system.
  
- (r) Parking rules
  - (i) A person shall not commit an act nor fail to act in any manner described in any section of these regulations.
  - (ii) In addition to these University traffic regulations, the laws of the state of Ohio and the ordinances of the City of Toledo are adopted herein by reference.
  
- (s) The following rules are necessary for the orderly regulation of vehicular traffic at the University:
  - (i) It shall be unlawful for any person to operate a motor vehicle in excess of 20 miles per hour (or otherwise posted) on University roadways.
  - (ii) It shall be unlawful for any person to operate a motor vehicle in excess of 10 miles per hour (or otherwise posted) in University parking lots.



- (iii) Operators of motor vehicles and bicycles shall yield the right of way to pedestrians in marked crosswalks. Pedestrians have the right of way in designated crosswalks at all times, except at signal-controlled intersections, where pedestrians shall comply with the signal.
- (iv) Parking is prohibited at all times in all fire lanes and tow away zones, including those around all residence halls, driveways both east and west of Carlson Library and the Student Union, in the Centennial Mall, and any other driveways. Where individual parking spaces are designated and marked on the parking surface, the vehicle shall be parked entirely within such individual parking space.
- (v) Motor vehicles shall be parked in areas specifically designated for two-wheeled vehicles.
- (vi) No motor vehicles shall be driven or parked upon any sidewalk, grassed or landscaped area.
- (vii) No motor vehicle shall be parking in a visitor, handicapped, loading, or otherwise reserved space without the proper permits.
- (viii) Disabled or malfunctioning vehicles which are illegally parked, or which may be left unattended overnight on campus, should be reported immediately by the operator to the Campus Police Dispatcher.
- (ix) No vehicle including a bicycle or skateboard shall be driven upon any sidewalk.
- (x) It shall be unlawful to attach a two-wheeled vehicle, including bicycles, to any tree, shrub, stair railing, handicap railing or post, or to store such vehicles in any hallway, stairway or exit way. Bicycles found in violation of this rule will have their locking chains/cables cut at the owners' expense and will be stored in a storage facility maintained by the Campus Police Department. Bicycles not claimed within 90 days from the date of seizure will be considered abandoned, and eligible for sale at auction.

(t) Violations and fines

- (i) Persons who commit an act or fail to act in any manner described on the UT Parking Fine Schedule shall be fined the amount listed for each violation. Check the UT Parking Fine Schedule for a current list of violations and fines.  
[www.parkingenforcement.utoledo.edu](http://www.parkingenforcement.utoledo.edu)
- (ii) NOTIFICATIONS – If a citation is not paid or appealed within 10 calendar days of the date of the violation, a notice of violation will be mailed or emailed. When the violator has been identified as a student, and the citation is not currently under appeal and is

- more than 45 days old, the citation will be transferred to the student's account and may incur additional charges.
- (iii) EXPENSES – Reasonable expenses incurred in the enforcement of the traffic regulations shall be assessed to the person responsible for the payment of the fines. Reasonable expenses may include but are not limited to towing costs, legal costs, and fees incurred in the enforcement of traffic regulations.
  
  - (u) TOWING – The University Police are authorized to remove a vehicle, by towing or by other means, from any part of the University campus under any of the following circumstances:
    - (i) When any vehicle is left unattended and constitutes a hazard or obstruction to the movement of traffic.
    - (ii) When any vehicle is left unattended on campus where parking is not approved.
    - (iii) When any vehicle is parked on campus, the owner or operator of which has willfully disregarded parking and/or traffic regulations.
    - (iv) When the vehicle does not display a current, valid state-issued license plate, or when a vehicle displays an expired license plate.
    - (v) When a vehicle poses a threat to the safety and well being of the campus, its inhabitants, and environment, including vehicles leaking gasoline or other hazardous substances, or suspicious unattended vehicles – even if they are parked in an authorized parking space. Determination for the need of such a tow shall rest with the Chief of Police or his designee.
    - (vi) Any vehicle that has been determined to be abandoned on University property.
    - (vii) The University Police will pay special attention to parking spaces reserved for the handicapped or in fire lanes and will make a serious effort to cite and tow any vehicle parked illegally in these spaces.
    - (viii) Vehicles not claimed within 90 days from the date of seizure will be considered abandoned, and eligible for sale at auction.
  
  - (v) IMMOBILIZATIONS – The University Police may immobilize (boot) any vehicle that has accumulated two or more unpaid and/or unappealed notices of violation, all of which are more than 45 days old, fines which accumulate over \$250, OR vehicles illegally parked in a handicapped space.
    - (i) Any vehicles so immobilized will be properly identified, and proper notice left on the vehicle for the owner/operator stating the vehicle has been immobilized. Any attempts to drive the vehicle

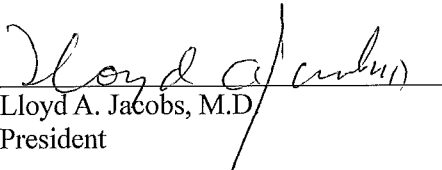
- may result in damage to the vehicle for which The University of Toledo and its agents accept no responsibility.
- (ii) The immobilizer will be removed only after the owner/operator reports to the Police Dispatch with proof of payment of all outstanding fines.
  - (iii) Immobilized vehicles left by the owner/operator for more than 48 hours will be towed at the expense of the owner/operator. The University Police Department will make a reasonable attempt to contact the owner/operator by phone prior to towing the vehicle, in an effort to make them aware of the pending tow.
  - (iv) Any damage to, or loss of, the immobilizer will be the responsibility of the owner/operator, and said owner/operator may be subject to criminal proceedings in Toledo Municipal Court and/or Lucas County Common Pleas Court.
  - (v) A \$40 boot removal fee will be assessed for all boot removals.
- (w) RESPONSIBILITY FOR VIOLATIONS – The operator of the vehicle, or the person in whose name the vehicle is registered, is responsible for violations charged to that vehicle. The Chief of Police may make reasonable presumptions in the establishment of responsibility for violations. (Please refer to A(4)).
- (x) COLLECTIONS- Any tickets not issued to current students that are older than 60 days will be sent through the University Collections Department and ultimately may be forwarded to the Attorney General of the State of Ohio.
- (y) Appeals
- (i) The right to appeal a notice of parking violation shall be exercised in accordance with the following procedures.
  - (ii) HOW TO APPEAL – Registered students, faculty, or staff member may appeal by logging into [www.myparking.utoledo.edu](http://www.myparking.utoledo.edu). Visitors or those not affiliated with the University of Toledo may file an appeal online at [www.parkingenforcement.utoledo.edu](http://www.parkingenforcement.utoledo.edu). Anyone can file a written appeal on the prescribed form with the Parking Enforcement Office located at the Transportation Center on Main Campus, or Dispatch Center at the Health Science Campus.
  - (iii) APPEALS PROCESS – All appeals shall be filed not later than 30 calendar days from the date of the violation.
    - (a) The Parking Appeals Officer will review the appeal, render a decision, notify the person appealing the ticket via mail or through MyParking of the decision, and report

the findings to the Parking Enforcement Office for implementation. The decision may be to sustain the fine, reduce the amount of the fine, or to dismiss the violation. The decision of the Parking Appeals Officer shall be rendered within 30 days of the receipt of the appeal in the Parking Enforcement Office. This time limit may be extended if the Parking Appeals Officer is in the process of collecting evidence or information relative to the appeal, or on extended vacation or sick leave.

- (iv) Persons not filing an appeal within 30 calendar days of the violation, or 20 calendar days of the date of the mailing of the first notice from the University, whichever is later, shall have waived the right to appeal.
  - (v) Appeals may be filed after the period specified above only with the permission of the Police Support Services Manager, and provided good cause can be shown that any opportunity to appeal within the prescribed time limit was not available.
- (z) **SECOND APPEALS** - Persons who wish to appeal the decision of the Parking Appeals Officer may attend the next scheduled Parking Appeals Board meeting to personally appeal the decision to the Parking Appeals Board.
- (i) The request for a personal appeal must be made within 7 days of the initial decision by the Parking Appeals Officer. The Parking Appeals Board may decide to sustain the original decision, reduce the amount of the fine, or dismiss the violation. This decision will be final.
  - (ii) **DENIAL OF HAVING RECEIVED A TICKET IS NOT A VALID EXCUSE FOR NONPAYMENT/APPEAL OF THE TICKET.**
- (aa) **REFUND** – Any person may pay a fine before filing an appeal and receive a refund of part or the entire fine if subsequently ordered by the Police Support Services Manager.
- (bb) **General**
- (i) The University assumes no responsibility for any vehicle or its contents while it is parked on the campus.
  - (ii) The individual, who the vehicle is registered to, through the University, is responsible for all parking violations involving his/her vehicle.

- (iii) It is the responsibility of the person who registered the vehicle to know where they are allowed to park.
- (iv) Responsibility of the enforcement for these regulations rests with the University Police Department.
- (v) The Chief of Police may adopt procedures necessary to effectively administer these regulations.

**Related Form:** Residential Parking Policy Appeal Form

<p>Approved by:</p> <p> Lloyd A. Jacobs, M.D. President</p> <p><u>July 25, 2012</u> Date</p> <p><i>Review/Revision Completed by: Vice President of Administration Chief of Police</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>Previous 3364-61-01, effective date July 28, 2008</i></p> <p>Original Effective Date: July 28, 2008 Review/Revision Date: July 25, 2012 Next Review Date: July 25, 2015</p>
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