

EDWARD WATERS COLLEGE

PARKING POLICY & REGULATIONS

PURPOSE AND SCOPE

The purpose of this policy is to establish regulations for the parking of vehicles on the Edward Waters College campus. As such, the parking regulations contained in this policy are applicable to all students, faculty, staff and visitors who park a vehicle on College property.

A College Parking Citation is a minor infraction of College regulations and any person who receives such a citation has a right to appeal the citation through the College's internal parking appeals process. The outcome of any appeal through this process is final. The College's parking regulations as detailed in this policy are published on the EWC website and are available in the Campus Security Office.

GENERAL INFORMATION

Operating and parking a motor vehicle on the EWC campus is a privilege extended by the College. Violation of the rules and regulations will result in suspension or revocation of the privilege to drive and park on the College grounds. Edward Waters College assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All students and employees of the College holding a valid operator's permit issued by the Division of Licensing in their state, are permitted to operate and park properly registered motor vehicles on campus. All persons who operate a motor vehicle on campus are expected to comply with all parking regulations. A person who registers a vehicle is responsible for ensuring that the vehicle is operated in compliance with all traffic and parking regulations.

REGISTRATION REGULATIONS

All vehicles parked on campus by students and employees must be registered with the Campus Security Department and must display a current parking permit. Students who drive more than one vehicle (1) are allowed up to two (2) decals provided proper registration and proof of insurance are provided for each vehicle.

All persons registering a vehicle must bring their EWC I.D., valid driver's license, proof of insurance and vehicle registration to the Campus Security Office located in the Tookes Building prior to receiving a parking permit.

Student parking decals are issued for vehicles registered to the student and/or their family. All student decals must be attached to the interior of the vehicle, driver's side lower corner of the front windshield. Faculty and staff hangtags must be hung from the vehicle's rear view mirror where they are in plain view. Failure to display the permit properly may result in a parking citation. The permit is issued to an individual and therefore any violations attributed to the permit become the individual's responsibility.

If your decal or hangtag is lost, a report must be filed with the Campus Security Department as soon as possible. Replacement cost is \$15. If your decal or hangtag is stolen, you must report the theft to the Campus Security Department immediately. Another permit will be issued free of charge upon completion of a written statement and Incident Report. If the theft is not reported, you will be held responsible for any tickets obtained with that permit.

If a vehicle with an affixed decal is traded, or the affixed decal is defaced, the owner may obtain a replacement decal at no charge by presenting proof of the prior decal to the Campus Security Office. The old decal must be removed from the old vehicle and returned when application for replacement is made.

PARKING REGULATIONS

Parking rules and regulations and directive signs governing the parking of motor vehicles are in effect at all times unless specifically limited by the Campus Security Department.

Parking in reserved parking spaces, handicapped spaces and fire lanes are enforced twenty-four (24) hours a day, seven (7) days a week. Parked vehicles may not obstruct loading zones or traffic or obstruct access by any emergency vehicles such as fire and rescue or police vehicles. Vehicles parked in such a manor are subject to being issued a citation and being towed. The Jacksonville Sheriff's Office may also enforce parking regulations such as fire lanes and handicapped parking.

If your vehicle is disabled, contact the Campus Security Office at 904-470-8888 for assistance.

Tearing down, altering, defacing or removing any sign or traffic control device including traffic cones is prohibited. These acts may subject the offender to administrative sanctions or criminal prosecution.

MOTORCYCLES

All motorcycles operated and parked on the EWC Campus must be registered and display a valid EWC parking decal.

All traffic and parking regulations apply to motorcycles.

TOWING OF VEHICLES

Vehicles are subject to towing at the owner's expense for the following reasons:

Unauthorized parking in reserved, prohibited, or handicapped spaces;

Obstructing vehicular or pedestrian traffic;

Parking as to interfere with College operations or creating a hazard to people or equipment;

Parking in a fire lane or blocking a fire hydrant;

Parking in a loading dock area; and

Disabled or abandoned vehicles, if left unattended or unmoved for two (2) weeks.

USE OF IMMOBILIZING DEVICES

The Campus Security Department is authorized to attach a wheel lock device (boot) that is capable of immobilizing a vehicle so that it cannot be moved under the following circumstances:

Parking on campus after parking privileges have been suspended or revoked;

When three (3) or more parking citations have been issued and not successfully appealed and remain unpaid for more than fourteen (14) calendar days;

Displaying an altered, stolen or counterfeit parking permit; and

Failure or refusal to register a motor vehicle with the College.

TEMPORARY PERMITS

Temporary permits are issued to employees and students who are temporarily using a vehicle that is not registered or normally used for the parking of their vehicle on campus. These permits are issued for a maximum of two (2) weeks and may not be used to avoid properly registering a vehicle or to park in a parking lot where it would not be allowed.

VIOLATION PAYMENT PROCEDURE

All citations issued by the Campus Security Department show the nature of the violation, the location, amount of fine and the name of the issuing officer.

Fines may be paid Monday through Friday from 8:30a.m. to 5:00p.m. at the Cashier's Office (Lee-Cousins 1st floor). You must have the citation with you in order to pay the fine. A person issued a citation has fourteen (14) calendar days to decide whether to appeal a parking citation.

Wrecker services removing vehicles from the College campus are entitled to payment as authorized by applicable Florida Statutes and municipal ordinances and must be satisfied with the towing company prior to the vehicle being released.

Unpaid student fines will be placed on their College account. After thirty (30) calendar days, unpaid fines that are allowed to accumulate will result in the vehicle being booted and possible loss of parking privileges for up to one (1) year.

REVIEW AND APPEAL PROCESS

Any person who has been issued a parking citation may file for an appeal hearing with the Campus Security Department provided that no more than fourteen (14) calendar days have elapsed since the issuance of the citation. If you are appealing more than one violation, a separate appeal must be filed for each violation.

Citations written by the Jacksonville Sheriff's Office and/or those written for parking in a handicapped space or fire lane are not subject to the EWC appeal process.

Only those persons with valid EWC parking permits may go through the appeals process.

The grounds for filing this appeal must be that you were not in violation of the parking rules, not that you do not agree with the rules or fine amounts.

The following reasons are not grounds for a successful appeal:

Unaware of the rules and regulations governing parking;

Other vehicles were also parked improperly;

Late to class or appointment;

Disagreement with or inability to pay the amount of the fine(s);

Improper display or expired parking permit;

Could not find space;

Parking for only a short period of time; and

Someone else used your vehicle.

Appeals must be submitted on the appropriate form available in the Campus Security Office located in the Tookes Building. The completed appeal form with the citation attached, must be submitted to the Campus Security Office. Appeals will not be considered if you do not have the citation. Verbal appeals will not be considered.

When submitting your appeal, make sure that your correct email address is included and legible. The Hearing Officer designated by the President will investigate to determine whether or not a violation occurred and if there were significant mitigating circumstances surrounding the alleged violation to warrant excusing the fine. The Hearing Officer's decision will be one of the following:

Citation: Dismissed. No fine is due.

Citation: Upheld. This is a warning ticket, no fine is due.

Citation: Upheld. The fine is excused due to mitigating circumstances.

Citation: Upheld. The original fine of \$_____ is due for the violation(s).

Any person who has received an "upheld" decision from the Hearing Officer may appeal to the Parking Appeals Committee. The Parking Appeals Committee consists of two (2) faculty members nominated by the Faculty Senate, two (2) staff members nominated by the Executive Vice President/COO and two (2) students nominated by the Student Government Association. At least one member from each of the three organizations must be present to take action on any appeal. The Chief of the Campus Security Department serves as an exofficio member of the Parking Appeals Committee and does not have a vote in the decision. A faculty member will chair the Committee. The Committee meets on a regularly scheduled monthly basis. You will be notified by email of the date and time your appeal will be heard. You are urged to meet with the Committee at that time, but your attendance is not required. If the appeal is upheld or reduced to a warning, the citation will be dismissed. If the appeal is denied, the original fine must be paid at the Cashier's Office (Lee-Cousins 1st floor) within seven (7) calendar days.

The Committee is not empowered to reduce the penalty rate for violations. Any violation or towing and impoundment paid prior to a Committee hearing will be refunded through the EWC Cashier's Office should the violation be dismissed.

Notification of the Appeals Committee's decision is final, and will be sent via email within five (5) days of the appeals hearing.

SPECIAL EVENTS MAINTENANCE

The Campus Security Department has the authority to close parking lots and individual spaces to facilitate College special events or to perform necessary maintenance.

FINES

Below are listed fines for violations. Violations and fines are also listed on the parking citation.

Parking in fire lane. \$25 plus towing charges

Handicapped/disabled violation. \$250

Vehicle not registered. \$25

Expired or improper display of decal. . . . \$15

Parking in reserved parking space. \$25 plus towing charges
(including designated faculty lot)

Displaying counterfeit decal. \$50 plus booting charges

Booted vehicle. \$50

Other violations of the rules
and regulations. \$25