

North Georgia College & State University

PARKING CODES

Article I: GENERAL

This code establishes vehicle regulations on property owned or controlled by North Georgia College and State University. The University's **Parking Services**, a division of **Auxiliary Services**, enforces the provisions of the NGCSU **Parking Codes**. It is the responsibility of each individual who operates a motor vehicle on the NGCSU campus to know, understand and comply with the NGCSU **Parking Codes**.

NGCSU is primarily a pedestrian campus and vehicle operators share responsibility for their safety. The speed limit on campus is 15 MPH. Parking on the campus is very limited and is controlled by the use of parking permits. Each registered vehicle must be parked in the assigned parking zone. A limited number of 30-minute parking spaces are available for transient use while loading or unloading. In the interest of fairness to others, please move your vehicle within the time period.

NGCSU assumes no responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on the NGCSU campus will be at the risk of the owner or operator of the vehicle.

Article II: MOTOR VEHICLE REGISTRATION

All vehicles parked or operated on campus must display a valid NGCSU permit (Faculty, Staff, Student, Temporary or Visitor). Faculty and staff permits are valid during the term of employment and do not have a scheduled expiration date. Student registration must be renewed annually.

The applicant for motor vehicle registration must possess a valid driver's license. The vehicle for which registration is sought must have a valid license plate, belong to the applicant or to a member of the applicant's immediate family, and be insured as required by the Georgia Code. Proof of ownership and insurance may be required at the time of registration.

Every vehicle must be registered the first day of operation on campus. Registration for students is accomplished online and permits are picked up at the Saints Card Office. Permits may be obtained during normal business hours. Temporary permits may be obtained at the following locations: Saints Card Office from 8:00AM to 4:30PM Monday-Friday, Welcome Center from 8:00AM to 5:00PM, Monday-Friday, and Public Safety 24/7. Faculty and Staff must register their vehicles at the Saints Card Office. Evidence of registration shall consist of a current NGCSU parking permit displayed on the vehicle.

If a vehicle is sold, traded, or damaged beyond repair, the original registrant shall be responsible for removing and turning in the old permit and notifying Parking Services.

Instructions for registering vehicle on Banner and obtaining a student parking decal:

Go the **NGCSU Web Page**

- Click on **Banner** and log on with your 900# and Password
- Click on **Student**
- Click on **Parking Permits and Citations**
- Click on **Parking Permits** (The cost is set to \$0.00. Parking Fees are deducted from your student account.)
- Enter your vehicle information and select the continue button

- Select the vehicle you are applying for and click on "**Purchasing a Permit**" button
- It is no longer necessary to print out the permit confirmation. Once you have registered your vehicle online, go to the Saints Card Office to obtain your parking decal.

Note: If you have already obtained your permit and are changing vehicles, you must return the original decal prior to obtaining a permit for the new vehicle. In the event you cannot return the original decal, there will be a \$5.00 charge to obtain a decal for the new vehicle.

The Saints Card Office is located in the Hoag Student Center, room 217. Hours of operation are Monday - Friday from 8:00 AM - 4:30 PM. Please see the Saints Card Office webpage for additional information at www.northgeorgia.edu/saintscard.

Section A: FACULTY AND STAFF

Faculty and staff transferable permits must be hung from the inside rear view mirror with the permit number visible from the outside. One permit will be issued to each faculty or staff member. The permit may be transferred to any other vehicle that has been registered. There is no fee for Faculty and Staff registration.

Section B: STUDENTS

Student parking permits are stickers. They shall be permanently affixed to a clearly visible position on the outside left (driver) side of the bottom of the rear windshield. Another location may be approved by Parking Services. Vehicles with convertible tops (i.e. tops that can be retracted into the vehicle or removed from the vehicle) shall permanently affix the permit on the outside right (driver) side of the bottom of the front windshield. Taping of decal on the vehicle is not permitted.

Permit will not be honored unless placed as directed above. Student registration is valid only for the person originally registering the motor vehicle, and in all cases expires annually. The University does not guarantee a parking space for every permit issued, however, any time a space is not available in the assigned zone, students should request instructions from Parking Services as to where to park temporarily.

Only one permit will be issued to each student per academic year. Student motorcycles are required to be registered with Parking Services but not required to display a permit and are only authorized to park in designated motorcycle parking areas. Motorcycles are not authorized on any level of any Parking Decks.

Section C: TEMPORARY PERMITS

Temporary permits are available for visitors, students, faculty and staff who operate an unregistered vehicle on campus, e.g. borrowed or rental vehicle. It is imperative that a temporary permit be obtained from the Welcome Center, Public Safety or Saints Card Office at the time the vehicle is brought onto the campus. The permit will be issued for an appropriate restricted space or the student's assigned parking zone for a maximum period of one week. Exceptions will be allowed on a case-by-case basis. There is no fee for a temporary permit.

Section D: DISABLED PERMITS

Vehicles operated and parked by disabled persons, either temporary or permanent, must display a disabled permit issued by the Department of Motor Vehicle Safety in addition to the NGCSU permit. Disabled permits may only be obtained from your local tag office.

Article III: PARKING

It is the desire and intent of the university to provide an adequate amount of parking corresponding with the needs of the faculty, staff and student body limited by constraints of land and finances. The location of parking zones, areas and spaces will, however, vary in terms of centrality and convenience. Authorized parking zones, areas and spaces are designated by official campus signs, markings, and the parking [map](#).

During special campus events, specific areas of the campus may be designated for special parking for guest of the president and other special visitors. Notification of the reservation of such areas will be made in advance by posted signs, traffic cones and/or written notice. Motor vehicles must be removed from these zones/spaces by the time

stipulated or the vehicles will be subject to impoundment. An alternate campus parking area will be available for those having to move their vehicle.

Section A: RESTRICTED PARKING ZONES AND SPACES

All restricted zones are in effect 24 hours a day on a year round basis except as noted.

All vehicles must be parked within the lines of an authorized vehicle parking space, and must be parked in such a manner as not to impede vehicle and/or pedestrian traffic or in a manner, which creates a hazard. All vehicles, except emergency and service vehicles, must park so the rear bumper will face the adjacent traffic lane, i.e., parking against the flow of traffic is prohibited.

Parking along yellow curbs, on lawns, landscaped areas, sidewalks or other areas not specifically designated for parking is a violation. The absence of "NO PARKING" sign does not denote parking is permitted. **NO PARKING ALONG FIRE LANE AREAS. Vehicles in violation will be subject to towing.** Parking in all zones is controlled by permit. Parking zones are identified by signs, markings painted on the pavement, as depicted on the parking [map](#), and as described as follows:

Section B: FACULTY AND STAFF

Reserved parking for Faculty and Staff is located in various parking lots on campus. These spaces are identified by red pavement markings (rectangular in shape with white "F/S" or "Faculty/Staff" lettering). Faculty and Staff may park in these spaces Monday through Friday from 7:30am to 5:30pm on a year round basis. Faculty and Staff are not allowed to park in spaces designated for students during the above hours.

Section C: RESIDENT STUDENTS AND NON-RESIDENT STUDENTS

Resident students are authorized to park in Non-Resident Student Zones Monday through Friday from 5:30pm to 7:30am and Saturday 7:30am to Monday 7:30am. Non-Resident students are restricted from parking in Resident Student Parking Zones 24/7 unless otherwise noted.

Students are not permitted to park in designated Faculty and Staff parking spaces Monday through Friday from 7:30am to 5:30pm.

Section D: PRESIDENT AND VICE PRESIDENT RESERVED SPACES

Parking spaces are reserved 24/7 on a year around basis. Note: These spaces are identified by a rectangular sign.

Section E: VISITOR SPACES

Visitor spaces are located at several locations on campus. They are intended for visitors only and are controlled by temporary permits available at the NGCSU Welcome Center, Saints Card Office and Public Safety. **Students may not use visitor parking spaces.**

Section F: SERVICE AND DELIVERY UNLOADING ZONE

Located in the vicinity of most buildings, these spaces are restricted at all times for university, vendor, contractor, and private vehicles of employees conducting official business or duties; i.e. dropping off or picking up items, performing repairs, cleaning or maintaining buildings. These spaces are not substitutes for the normal Faculty and Staff spaces located near most buildings.

Section G: 30 MINUTE PARKING

All 30 minute spaces on campus will be strictly enforced 24 hours a day, 7days a week, on a year round basis.

Section H: DISABLED PARKING

Parking in a disabled space is limited to those vehicles displaying a disabled license plate, placard, or Disabled Veteran license plate. Disabled parking spaces are reserved at all times.

Section I: ABANDONED VEHICLES

A vehicle shall be considered abandoned if it has not been moved for more than thirty calendar days. Exceptions will be made on individual basis as requested by the vehicle owner to Parking Services. On the thirty-first day it shall be subject to immediate towing. Towing and storage expenses are the responsibility of the vehicle owner.

Section J: INOPERABLE VEHICLES

If a vehicle becomes inoperable in other than an authorized space, the operator should notify Parking Services of the situation as soon as possible and the approximate length of time before the vehicle will be moved. The registrant of the vehicle is liable for any parking citations issued before said notification.

Section K: MOTORCYCLES

Motorcycle parking spaces are located at several locations throughout the campus and are in the vicinity of most buildings. These spaces are reserved for motorcycles only and are the only parking spaces permitted for motorcycles. Motorcycles are **not** allowed to park in any space other than marked motorcycle spaces. Motorcycles are required to be registered with Parking Services but do not require a permit and are only authorized to park in designated motorcycle parking areas. Motorcycles are not authorized on any level of any Parking Deck.

Article IV: VIOLATIONS AND PENALTIES

Penalties and fines are hereby established for violations involving motor vehicles operated or parked within the campus boundaries. **The person in whose name the vehicle is registered is "RESPONSIBLE" for all parking violations by that vehicle.** If the vehicle is loaned to another person, proper observance of parking regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

All fines and fees shall be paid in the Business Office. Persons having unpaid fines at the end of each semester/year will have their fines added to the next semester fees. Payment in full is required before the student is allowed to begin the next term. Students with outstanding debts to the institution will not be allowed to graduate or receive transcripts. **A student receiving any parking citations during the academic year can have the fine reduced by \$10.00 if paid within 24 hours (or the next class day if the ticket was issued on a weekend).** Exceptions are d, e, f and g of Article IV, Section A below. Vehicles with more than four citations are subject to being booted.

Section A: REGISTRATION AND PARKING VIOLATIONS

Parking Services will issue NGCSU Traffic Citations (tickets) for violations of the motor vehicle registration and parking regulations, and other violations as noted below:

- A. Failure to register or properly display decal in accordance with Article II.
- B. Parking on sidewalks, reserved spaces, restricted areas, and lawns, along yellow curbs or unauthorized areas, which may block traffic. If a vehicle is parked in a manner that it blocks traffic it is subject to immediate tow at owner's expense.
- C. Parking in driveways, loading zones and within 15 feet of a fire hydrant. Violation of this section subjects a vehicle to immediate tow at owner's expense.
- D. Parking in disabled spaces without proper authorization.
- E. Falsification of records (code of conduct violation).
- F. Use of abusive language, discourteous action or disrespect toward campus law enforcement personnel or parking services personnel (code of conduct violation).
- G. Parking in a fire lane.

All fines must be paid in the Business Office.

Section B: VIOLATIONS AND CITATIONS

Traffic Violation	Violations Fee
Abusive Language	\$50.00
Disrespect of Campus Police/Parking Services	\$50.00
Exceeding Time Limit	\$25.00
Failure to Register/Expired Decal	\$25.00

Falsification of Records	\$50.00
Improper Display of Decal	\$25.00
Improper Parking	\$25.00
Parking in a Fire Lane	\$50.00
Parking in a Reserved Space	\$25.00
Parking in a Visitor Space	\$25.00
Parking in Driveways	\$25.00
Parking in Handicap Areas	\$100.00
Parking in Loading Zone	\$25.00
Parking in Unauthorized Zone	\$25.00
Parking on Lawns	\$25.00
Parking on Yellow Curb	\$25.00
Restricted Area	\$25.00
Vehicle Blocking Traffic	\$25.00
Warning	\$0.00

Article V: APPEALS

The Traffic Appeals Committee is the authority to receive appeals of traffic citations issued by Parking Services. Students who receive a traffic citation are to make payment of fines or appeal to the Committee within **seven (7) calendar days** from the date of the citation. If an appeal to a citation is not made within **seven (7) calendar days**, the right to appeal is forfeited. Fines for offenses under appeal need not be paid until the Committee has rendered a decision.

The Committee shall consist of not less than 2 faculty members, 2 staff members, and 4 students as appointed by the Vice President for Business and Finance. At least one member from each of these three groups constitutes a quorum for all meetings. Parking Services provides the non-voting Recorder of the Committee. The Committee meets on a regularly scheduled basis of not less than monthly.

Students desiring to appeal a citation may do so online within (7) calendar days of the date of the citation. The Appellant may appear in person to plead their case orally before the Committee, after first appealing the citation online. If an Appellant wishes to attend a meeting of the Appeals Committee to plea their case, they must send a request to attend the meeting via e-mail to parkingservices@northgeorgia.edu. Parking Services will reply to the Appellant's e-mail with the date, time, and location of the Appeal Committee's meeting in which your appeal will be presented. All appeal results will be sent to your NGCSU e-mail account.

Reasons such as lack of knowledge of the Traffic Code; lateness due to class or appointment conflicts, and inability to find a legal parking space will not be accepted as an excuse. The Committee will first consider appeals by Appellants attending the session. The Appellant will be afforded the opportunity to add any relevant oral statement as necessary for clarification of the circumstances surrounding the offense. After dismissal of the Appellant, the Committee will decide each appeal by majority action. If more than one offense is cited the Committee will consider and vote separately on each offense appealed. The Committee has the authority to dispose of a case by either upholding the charge(s), or by dismissing the charges by half or completely. Members of the Committee meet as needed with Auxiliary Services to review and discuss traffic and parking issues for areas of possible improvement.

INSTRUCTIONS FOR APPEALING A CITATION

- Go to NGCSU Web Page
- Log into Banner with your NGCSU ID#
- Go to Student
- Go to Parking Permits and Citations
- Go to Outstanding Citations
- Type in your Appeal

IMPORTANT THINGS TO REMEMBER

- You must appeal your ticket within 7 days from the date of the ticket
 - It is not required that you attend the Appeal Hearing
 - The Appeals Committee will notify you of their decision via email
 - It may take several months for the Appeals Committee to review your appeal
 - The hold on your account is removed temporary until the Appeals Committee makes their decision
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Article VI: SUSPENSION/REVOCAION OF PRIVILEGES

NGCSU regards the operation and parking of a vehicle on campus as a privilege, which may be revoked at any time. Some specific reasons (but not exclusive) for which a person is subject to having their campus privileges suspended /revoked without refund of the registration fee are as follows:

- a. Operating a vehicle under the influence of alcohol or drugs;
- b. Irresponsible actions while operating a vehicle or failure to demonstrate a responsible attitude toward campus, city, county and state regulations and laws;
- c. Failure to report or leaving the scene of an accident;
- d. Failure to respond to a written notice regarding a parking citation or fine;
- e. Failure to pay parking and traffic fines; or
- f. Having four (4) outstanding citations (non-appealed or appeal denied by the Traffic Appeals Committee) in one semester.

Suspension of operating privileges can be for a period of 30, 60 or 90 days, depending on the severity of the violation, from the date of the citation or date an appeal was acted upon by the Traffic Appeals Committee.

Operation of a vehicle on campus during the suspension period will result in an additional 30-day suspension and a \$50.00 fine. A second violation of the suspension may result in permanent revocation and withdrawal of the privilege of registering a vehicle at any time during the student's enrollment. Periods of suspension will run consecutively and breaks between semesters or semesters not attended will not be counted as part of the suspension period. Motor vehicles may remain registered, but not operated, on the campus during the term of suspension. Notification of suspended/revoked privileges will be made by letter from the Parking Services to the current address on file with the Registrar's Office. Confirmation of receipt of letter is not necessary to initiate suspension. Individuals who have had their privileges suspended may petition in writing to the Vice President for Student Affairs for early reinstatement of privileges.

Article VII: VEHICLE TOWING AND IMPOUNDMENT

Vehicles are subject to being boot-locked or towed from campus for any of the following reasons:

- a. Vehicle is parked in a manner which creates a nuisance, causes inconvenience to another person, is parked in a manner which obstructs traffic or creates a hazard;
- b. Vehicle is parked in a tow zone, restricted or reserved space, or blocks a loading/unloading zone;
- c. Vehicle is abandoned on campus; or
- d. Vehicles with more than four (4) citations.

When a vehicle is towed, the person to whom the vehicle is registered is responsible for towing charges. All towing charges and fines must be paid before the vehicle is released.

Illegally parked vehicles which evidence a pattern of abuse will be boot-locked and/or banned from campus. Non-registered vehicles that accumulate more than four (4) citations will be subject to boot lock.