

Northeastern State University Parking Policies

I. Administrative Policy

The Board of Regents of Northeastern State University has determined that it is in the best interest of the University that rules and regulations be established to govern the keeping and use of motor vehicles by University employees, students, visitors, and other categories of users on campus. Accordingly, NSU has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking spaces available on campus. Operating a motor vehicle on University property is a privilege which is conditioned, in part, on compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations. One-day short term visitors may park in designated visitor parking lots on campus without obtaining a visitor parking permit between the hours of 8:00 a.m. and 5:00 p.m. Monday - Friday. If visitors are remaining on campus for an extended period of up to two weeks, they should obtain a temporary parking permit from the University Police Department or the Parking Services Office. Visitor parking is provided only for persons who are not registered students or employees of the University.
2. The University reserves the right to restrict the use of an automobile on University property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The University assumes no responsibility for a vehicle or its contents.
4. All vehicles parking on University owned or rented property must display a valid NSU parking permit.
5. Failure to pay fines will result in refusal to renew permit, withholding of transcripts, delaying of enrollment, withholding of pay and refund checks, and/or collection efforts.
6. Employees and students must park only in the parking areas reserved for your type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.
7. It is the responsibility of any vehicle operator to request information needed from Parking Services to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.
8. Any person who persists in repeating violations of the Northeastern State University Parking Regulations, damages property or commits any act detrimental to the safety of others or to the best interests of the University community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.

9. Only parking permits issued or authorized by NSU University Police and Parking Services only, are valid and will be honored. Such substitutes as signs or decals issued by others, hand written notes left on the exterior of a vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.

II. NSU Campus Police Office

The NSU University Police Office is located at the corner of Grand and Crafton Streets. Police Officers are on duty seven days a week, 24 hours a day. For assistance call (918) 458-2468, (918) 458-2111, on campus at ext. 2468. Office hours are: Monday through Friday, 8:00a.m.-5:00p.m. Parking Services office is located on Grand Avenue in the University Center Lower Level. Parking Officers are on duty from 7:30am until 10:00pm Monday through Thursdays and during office hours. Contact numbers 918 444-2444, on campus at ext. 2444. Office hours are Monday through Friday, 7:30a.m.-5:00p.m.

III. Student Parking Permits

1. Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the first week of class. Housing residents must register their vehicle upon moving in. All parking permits expire on August 31 of each year. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner. Only one permit per student and may register multi-vehicles to that one permit only.
2. Students should obtain their parking permit at the Parking Services office located in the University Center Lower Level.
3. Students must present their NSU ID card with NSU ID number at the time of permit registration.
4. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.
5. Students will be issued a parking permit that allows parking in any area signed and designated for student parking or multipurpose parking.
6. Apartment residents will be issued a parking permit that allows parking in lots signed and designated for students, resident and multipurpose parking.

IV. Faculty and Staff Parking Permits

1. Faculty and staff of the University who park vehicles on campus are required to immediately purchase and display a parking permit. Faculty/Staff must register their vehicles upon reporting to work or when notified to renew their annual permit. All parking permits expire on August 31 of each year. Parking

permits are to be displayed on the driver's side windshield, on the inside, lower left corner.

2. Faculty/Staff should obtain their parking permit at the Parking Services located in the University Center Lower Level.
3. Faculty/Staff must present their NSU ID card with NSU ID number at the time of permit registration. Faculty/Staff must pay all outstanding citations before a decal/hanging permit may be issued.
4. As a service and benefit for NSU employees, additional parking permit(s) may be purchased for secondary vehicles at a reduced rate. Secondary vehicles is defined as a vehicle(s) owned by an NSU employee that is not the vehicle routinely driven to campus each work day, but may occasionally be driven to campus when personal situations require it. This service allows employees to purchase permits at a reduced rate for these secondary vehicles so that one permit does not have to be transferred from vehicle to vehicle when parking on campus. Any employee purchasing a faculty/staff permit for the purpose of allowing a student use is subject to disciplinary action. Any full time employee must register their primary vehicle to obtain additional permits for secondary use. All primary and secondary vehicles should be **registered** with the Parking Services. Employees purchasing additional permits for secondary vehicles will be required to sign a Secondary Vehicle Acknowledgment form.

SAMPLE

FACULTY/STAFF SECONDARY VEHICLE ACKNOWLEDGMENT FORM

I fully understand that as a service and benefit for NSU employees that additional parking permits may be purchased for secondary vehicles at a reduced rate. I also fully understand secondary vehicles is not the vehicle routinely driven to campus each work day, but may occasionally be driven to campus when personal situations require it.

I fully understand that when purchasing additional permits for secondary vehicles does not apply to spouse, family members or relatives that work for NSU or enrolled at NSU.

I fully understand if not in compliance shall be guilty of violations; failure to respond to warning, a fined penalty of \$20 with failure to comply, a fined penalty of \$20 00 and possible forfeiture of parking privileges, subject to the appeals process. That additional parking permit will be returned, no refund or credit and the other person will be expected to purchase their appropriate permit at full price.

Faculty/Staff signature

Banner ID #

Date

Office Use Only

Permit Number _____

State/Tribe, License Plate # _____

Permit Number _____

State/Tribe, License Plate # _____

Permit Number _____

State/Tribe, License Plate # _____

5. Faculty/Staff will be issued a parking permit which allows parking in areas signed and designated for Faculty/Staff or multipurpose.
6. When a Faculty/Staff member terminates their employment with the University, their parking permit(s) must be turned in to Human Resources as part of their exit interview process.

V. Disabled Parking

1. Vehicles displaying a state issued Physical Disability Permit, along with a valid NSU parking permit, may park in any legal parking space in designated faculty/staff, students and visitor parking lots or any physical disability space with the exception of spaces reserved for other uses.
2. Short-Term Temporary Physical Disability parking permits will be issued only to persons who have purchased and displayed a valid NSU parking permit. This will be valid for 2 weeks only. The Temporary Physical Disability parking permits allows persons to park in any legal parking spaces only. Temporary Physical Disability parking permits are not valid to park in designated physical disability spaces. The temporary permits can be obtain at the Parking Services.
3. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed. Persons needing a temporary disabled permit for a period longer than thirty (30) working days will need to apply for a state issued permit. Temporary disability permits will allow persons to park in any legal parking space, other than Physical Disability marked space. By law, Physical Disability marked spaces are reserved for state issued permits only.

VI. Visitor Parking

1. Visitors are always welcome on campus. One-day short term visitors may park in designated visitor parking lots on campus without obtaining a visitor parking permit between the hours of 8:00 a.m. and 5:00 p.m. Monday - Friday. If visitors are remaining on campus for an extended period of up to two weeks, they should obtain a temporary parking permit from the University Police Department or the Parking Services Office.
2. NSU defines a visitor as any person unaffiliated with the University such as a vendor, a rental property tenant or community member.
3. Visitor permits are available for up to two weeks at no charge at the University Police Office and the Parking Services Office.
4. Whenever applicable, the host, whether Student, Staff, Faculty or Administrator should obtain visitor parking permits for their guests.

5. The Parking Services shall provide visitor permits to event coordinators when requested to park in assigned areas. An event coordinator should contact the Parking Services for specific instructions.
6. Certain spaces and areas on campus are set aside for use by Visitors. These areas have been located for maximum visitor convenience and are clearly identified by signs at entry points. Visitor permits can park in any Faculty/Staff/Student or Unrestricted parking lot.
7. NSU expects and requires visitors to abide by properly signed or marked parking restrictions.

VII. Motorcycles

Motorcycles will receive a decal to be placed on the front left fork. Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking.

III. Bicycles

NSU does not require that bicycles be registered with University Police. However, University Police will register your bicycle free of charge and provide a decal for ID purposes. Operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students/Faculty/Staff must park bicycles in designated bicycle areas.

IX. Permit Fees

Student/Faculty/Staff beginning in fall semester will purchase their parking permit at full price. All parking permits expire on August 31 of each year. Students/Faculty/Staff who begins in the following semester will purchase their parking permit at a pro-rated price. Fees for parking permits are as stated below. Fees subject to change without notice.

	Fall Semester	Spring Semester	Summer Semester
Faculty/Staff	\$25.00 Year	\$12.50 pro-rated	\$ 10.00 pro-rated
Faculty/Staff (only) Secondary Vehicles			
	\$ 5.00 Year	\$ 5.00	\$ 5.00 pro-rated
Student	\$25.00 Year	\$12.50 pro-rated	\$ 10.00 pro-rated
Motorcycles	\$10.00 Year	\$ 10.00	\$ 10.00

X. Driving Regulations

1. All traffic and motor vehicle laws of the State of Oklahoma are applicable on NSU property and will be enforced by University Police Officers. Violation of State traffic and motor vehicle laws may subject the driver to a municipal or district court citation with fines set by the Municipal District Court.
2. The maximum speed limit on all University property is 15 miles per hour. Violators are subject to University citation. All public roads through campus are governed by established speed zone markings.
3. A pedestrian crossing campus roads, streets or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way. Pedestrians have right of way per state law.
4. Where any electric traffic signal is used, pedestrians shall cross streets only when lights direct them to do so.
5. Anyone who operates a vehicle on University property while under the influence of an intoxicating liquor and or controlled dangerous substance will be subject to arrest and/or revocation of parking privileges.
6. No motor vehicles including motor scooters, motorcycles or motor bicycles shall be operated upon any sidewalk or pedestrian walk on the campus. It is further a violation to operate bicycles, rollerblades, roller skates or skateboards upon University property for recreational purposes. However, bicycles, rollerblades, roller skates and skateboards are allowed as a means for *NSU students, faculty/staff* to get to and from class and/or work.

XI. Parking Regulations

1. A copy of the NSU Parking Information sheet will be provided to each individual upon registering your vehicle. Pleading ignorance of the regulations will not excuse violators or citations. NSU Parking Rules & Regulations may be viewed on NSU website at, <http://offices.nsuok.edu/Portals/49/parkingpolicies.pdf>.
2. Vehicles found parking without displaying the appropriate parking permit will be cited. Parking permit must be properly displayed in plain view, when parking on campus. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner. All employees and students are required to obtain a copy of the NSU Parking Information sheet and follow the posted parking signs.
3. Parking is on a first come, first served basis.
4. The issuance of a parking permit is merely authorization to park if space is available.
5. The responsibility for finding a legal parking space rests with the vehicle operator.
6. Lack of space in a particular lot is not a valid excuse for violating parking regulations.
7. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

8. If there is no sign at entry to lot, parking is multipurpose and must display an appropriate NSU parking permit.
9. NSU restricts all Students/Faculty/Staff to parking in their designated parking lots. Signs designated Campus Apartment Parking or Dorm are assigned to properly registered and identified residents. Unauthorized/unregistered vehicles parked in a reserved parking space are subject to impoundment at the owner's expense and a parking citation.
10. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back/pull through parking is prohibited in the areas where one way drive or angle parking exists. Parking against flow of traffic is prohibited in the areas where two way drive or parallel parking exists.
11. The owner-of-record or the individual registering a vehicle with the University is responsible for all University parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
12. NSU prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.
13. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.
14. Maintenance/Service" and "Loading" zones and designated disability parking space are enforced 24 hours a day.
15. Spaces identified by sign and/or pavement markings bearing the international pictographic symbols for a wheel chair are reserved for use by vehicles displaying State issued Physical Disability permit with any valid purchased NSU permit.
16. These regulations apply to all persons operating a vehicle on any NSU campus or property. NSU off campus properties are also included.
17. Parking times throughout the academic year on NSU campuses are as follows:

Tahlequah campus, fall and spring semesters, Monday through Friday, 7:30am until 5:00pm, park according to your permit type. Evening parking Monday through Thursday, 5:00pm until 7:30am the following morning, all permit types are allowed to park only in designated Faculty/Staff, Commuter and Visitor parking lots. During summer semester, all student permits allowed to park in any student lots. Others park accordingly to permit type.

Muskogee and Broken Arrow campuses, throughout the academic year, Monday through Fridays, Faculty/Staff, Students and Visitors must park accordingly to your parking permit type at all times.

XII. Towing and Impoundment of Vehicles

NSU Campus Police may tow and impound parked vehicles for the following offenses:

1. Parking in reserved spaces or physical disability spaces.
2. Unsuccessful attempts to contact owners with repeated parking violations, and/or five (5) or more unpaid parking citations.
3. Parking in drives, on grass, access road/service drives, traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks ,or other vehicles.
5. Vehicles displaying expired license plate/tag (expired in excess of 180 days).
6. Parking in red zones or at red curbs, yellow curbs.
7. Parked in fire lane or near fire hydrant.
8. Abandoned vehicles.
9. Parking on campus after permit has been revoked.
10. Accumulation of five (5) or more violations by an *unregistered* vehicle.

For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle and avoid impoundment.

The owner of a disabled vehicle that is blocking right-of-ways, roadways or improperly parked, shall notify the University Police Office immediately. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense. Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing mileage, hook-up fee, storage, etc. NSU Campus Police uses the wrecker rotation process. The police dispatcher will telephone the next rotation wrecker on call for all campus towing.

XIII. Appeals Process

An appeal for a citation must be made in writing at the Parking Services Office with in twenty **(20) business days** from the date the citation was issued. Appeals will not be accepted after the twenty (20) business day period. A Parking Citation Appeal Form may be obtained at University Police or Parking Services or download the form at, <http://offices.nsuok.edu/publicsafety/ParkingServices/Forms.aspx>, fill it out, and mail or deliver to Parking Services.

XIV. Fines for Violations

The following are the parking and traffic violations and corresponding fines established by Northeastern State University:

No valid NSU parking permit.....	\$ 20.00
Parking in a reserved lot w/o proper permit.....	\$ 20.00

Improperly affixed permit.....	\$ 20.00
Parking in a handicapped space.....	\$ 50.00
Exceeding loading zone time limit.....	\$ 20.00
Incorrect parking.....	\$ 20.00
Moving violation.....	\$ 30.00
Altered NSU permit	\$ 55.00
Use of lost or stolen permit.....	\$ 55.00
Give, barter or transfer permit.....	\$ 55.00
Fire lane	\$ 25.00
Blocking dumpster	\$ 20.00
Double parked.....	\$ 20.00
Parking/driving while revoked	\$ 75.00
Revoked reinstatement fee.....	\$ 75.00
Vehicle immobilization (Boot) removal.....	\$ 75.00

Citation and Fee Rates are subject to change each Fiscal Year subsequent to policy review. The University reserves the right to Impound and/or Immobilize vehicles for repeat offenders in accordance with this policy.

XV. Parking Permit Violations

1. Any person who gives, barter, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and shall be fined a penalty of \$ 55.00 and possible forfeiture of parking privileges, subject to the appeals process.
2. NSU Employees not in compliance when purchasing additional parking permit (s) for secondary vehicles shall be guilty of violations; failure to respond to warning, a fined a penalty of \$20 with failure to comply, a fined penalty of \$20 00 and possible forfeiture of parking privileges, subject to the appeals process.
3. Lost, stolen or damaged parking permits must be reported to the Parking Services.
4. Any person who finds or gains possession of a lost, stolen, forged or altered permit and uses the permit to park on campus and will be subject to a fine of \$55.00 and possible forfeiture of parking privileges, subject to the appeals process.

XVI. Vehicle Immobilizers (Boot)

NSU Campus Police may use a vehicle immobilizer. This device is used to prohibit a vehicle from being moved.

Violations which may prompt the use of a vehicle immobilizer:

1. Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking citations.
2. Unidentifiable vehicle owner information.
3. Accumulation of five (5) or more violations by an *unregistered* vehicle.

The fee to remove the immobilizer from a vehicle will be \$75.00, plus any additional parking fines accrued and previously unpaid parking fines. Any damage to the vehicle or the device due to a driver attempting to drive vehicle while immobilizer is engaged will be at driver's expense. Once the owner/driver has made contact with Campus Police regarding the violations, the immobilizer will be removed. All fees and fines must be resolved or further action may be taken. Additionally, the owner/driver has the right to appeal the circumstances/violations leading to the vehicle's immobilization.

CAMPUS POLICE

Examples of services provided are:

1. Assist Students, Faculty and Staff with emergency needs (EMS, fire, vehicle collisions, weather, etc.)
2. Assist Students, Faculty and Staff with non-emergency needs (unlock buildings and cars, change flat tires, etc.)
3. Offer Guardian Sentral Smart Phone app. For more information, go to: <http://offices.nsuok.edu/publicsafety/GuardianSentral.aspx>
4. For more information on University Police, please view website: <http://offices.nsuok.edu/publicsafety/UniversityPolice.aspx>

HOW TO SUMMON ASSISTANCE

If you need the services of Campus Police, call 918 444-2468 or push the call button on any emergency telephone located throughout the campus. When the emergency phones are used, the dispatcher knows the location of the caller. In either case, an officer will be dispatched to your location.

Comments and suggestions regarding these Parking Policies are appreciated. Please forward any comments to: Ken Rivas at rivas@nsuok.edu