



**Parking/Traffic
Regulations**

2013- 2014

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GENERAL INFORMATION

The East Central Police Department is responsible for implementing and enforcing the East Central University's vehicular traffic and parking policies and rules. This booklet is published and made available in order to acquaint those who bring motorized vehicles onto the campus with the applicable policies and rules. All drivers who bring their vehicles onto campus are responsible for knowing and understanding the rules and regulations that apply to vehicle use here.

Oklahoma Statutes and administrative rules of the Oklahoma State Board of Higher Education grant authority to East Central University to regulate the use of vehicles on the campus.

All of the State of Oklahoma's motor vehicle laws are applicable to the East Central University campus to the same extent as they are on public streets and highways.

The University strictly enforces the regulations governing the use of motor vehicles on campus in order to reduce congestion, to maintain safety, and to allow for maximum use of existing facilities.

All motor vehicle operators who bring a vehicle onto the campus are responsible for obeying state law and the University's traffic and parking regulations. Purchasers of University parking permits are responsible for the proper operation and parking on campus of the vehicles they register, regardless of who operates the registered vehicle.

East Central University Police Department
830 E Main St.
NW Corner of the Harland Stonecipher School of Business Bld.
Ada, OK 74820
Ph. 580-332-3875 or on campus ext. 555
Fax: 580-310-5399

Registration for Parking Permit

All motor vehicles parked on the East Central University campus **must** obtain and display at all times an appropriate parking permit that corresponds to the area parking in, unless otherwise directed or exempt. (refer to parking map for locations).

For the purpose of these regulations, the “campus” is defined as all property which is under the control of East Central University.

Permits are obtained at the ECU Information booth located in the Wellness Center/Student Union.

Student parking permits are valid for one year. Student permits become void after the student is no longer enrolled or maintaining a student status.

Faculty/staff permits are valid during employment with East Central University, and become void after termination of employment.

Visitor permits are valid for the specified visit and become void after such visit. Visitors intending a visit of more than two hours are required to obtain a permit.

Parking permit fees are included in the campus parking fee except as otherwise noted.

Disability Parking Procedures

All faculty, staff, and students who intend on utilizing a campus disability parking space **must** display the appropriate plates, hangtags or placards and in addition must also obtain and display an appropriate university parking permit.

Persons operating a properly registered van may back into a disabled parking space to provide access or egress from the van.

Registrant Responsibility

The registrant is responsible for ensuring that the parking permit is prominently and appropriately displayed on the vehicle, and clearly visible to enforcement personnel. The registrant is held responsible for all parking citations issued to the parking permit, regardless of who parked the vehicle at the time of the violation. The acceptance by any person of a parking permit shall constitute their acceptance of the responsibility to observe and abide by all regulations, ordinances, and/or laws which govern the parking of their vehicles on the campus of East Central University. Persons who operate a vehicle on the campus of East Central University are responsible for knowing and complying with these regulations.

Willful misrepresentation in applying for a parking permit may subject one to severe penalties.

Registrants will be held responsible for advising parents and guests of parking regulations. Dependents of staff and faculty members who are students at the university are required to display their student permit even if using a vehicle registered to a parent or guardian. Dependent students are not permitted to park in staff/faculty lots. The sale or loan of any East Central University parking permit is strictly prohibited.

Violators may face loss of on-campus parking privileges.

Revocation of Parking Privileges

The university considers parking as a privilege which may be revoked temporarily or permanently, for justifiable reasons.

Parking

Designated Parking

All vehicles parked in University-owned and controlled parking lots at all times must display a parking permit, unless otherwise directed or exempt. A parking permit allows authorized parking in the lots or spaces specified for use by vehicles with that kind of permit only.

Parking permits are valid only on the vehicle or vehicles listed on the parking permit application, and for use only by the authorized operators of those vehicles.

Vehicles must be parked so that permits are clearly visible. Head in parking is required in all campus parking lots. Vehicles parked along streets must be parked in the direction of the flow of traffic.

On-campus parking is permitted only in designated University parking lots or along the curbsides of streets where parking is allowed. Parking at off-campus university properties is permitted as indicated by posted signs and city parking regulations

Parking lots and spaces not otherwise marked or reserved are available on a first-come first-served basis. Vehicles must fit within their parking spaces as marked. Vehicles that extend beyond the designated space into the next space, into a median strip, or into the traffic lane will be cited for improper parking.

No parking is permitted at any time in striped zones, in fire lanes, in driveways, on landscaped areas or on sidewalks.

Types of Decals

- **Commuter Parking Decal** – Persons not living on campus must display a commuter decal that allows parking in any area designated for commuter parking. **COMMUTER decals are never valid in FACULTY/STAFF Parking areas**

- **Resident Parking Decal**- Persons living on campus must display valid resident permit. ***Resident decals are never valid in FACULTY/STAFF parking lots or in commuter lots.***

- **Faculty/Staff Parking Decal** – Persons displaying a FACULTY/STAFF decal are allowed to park in areas designated for FACULTY/STAFF parking and COMMUTER parking. Only those presenting a valid faculty/staff ID will be issued a faculty/staff parking decal.

- **Wellness Center Parking Pass** – Wellness Center parking passes are valid for persons who have current memberships at the Wellness Center.

****The lack of a parking space is no excuse for violating any University parking regulations.****

Except when they are reserved for other uses through the University's regular processes for reserving out-door space, University parking lots may be used only for parking.

The East Central Police Department can at any time change the designation of a parking lot or spaces to accommodate special events, requests, law enforcement reasons. This may result in times when you will be directed to park in other areas. This is a condition of your acceptance of the parking permit.

Display of Parking Permit

Permits must be clearly displayed and correct license plate information must be on file defective, damaged, or stolen permits will be replaced at no cost. Lost permits will be replaced for a fee of \$10.

Persons whose vehicles have a permit and they are selling or trading a vehicle, said person will be responsible for removing the parking permit from the old vehicle and re-registering any new vehicle. If the decal is not removed, any citation(s) issued to that decal may be charged to the individual to whom the permit was originally issued (until the expiration date). If the permit becomes damaged or not legible during the year, the remnants should be turned in and a replacement permit issued.

Parking Spaces

Purchasing a parking permit does not guarantee that a space, specifically a desired space will be available and ***the lack of a parking space is not an excuse for parking illegally.***

Service Vehicle

Designated parking, "Service/maintenance vehicles only," is provided for official ECU vehicles and commercial vehicles driven by non-ECU personnel providing contracted service to the university. Service vehicles may also park in any legitimate parking space except those reserved for disabled individuals.

*****Do Not Forget Your Permit if You Trade Cars or are in an Accident.*****

Disabled Vehicles

The operators of vehicles that break down on campus must notify the East Central University Police Department immediately, indicating the location of the vehicle and the operator's plan for removing it. Disabled vehicles must be moved or towed out of right of ways, and may not be left anywhere on the campus for more than 48 hours. No major automotive repairs are permitted on the campus. Disabled vehicles left on campus in violation of these rules will be towed at the owner's expense.

Visitor Parking

ECU defines a visitor as any person unaffiliated with ECU Administrative, Faculty/staff, Student, or Employee. Visitor permits are available for no charge at the Information Desk located on the First Floor of the Bill S. Cole University Center. Certain spaces and areas on campus are set aside for use by visitors; these areas have been located for maximum visitor convenience and are identified by signs at entry points. Any vehicle displaying a valid ECU Visitor Permit can park in any COMMUTER, FACULTY/STAFF, RESIDENT, parking lot. ECU expects and requires visitors to abide by properly signed or marked parking restrictions. Faculty/staff must obtain visitor permits for their guests.

Loading Zones

Loading zones are limited to 15 minutes or otherwise posted. These zones may be occupied only long enough to conduct the actual loading or unloading. This will be strictly enforced. Multiple citations will be issued.

Overflow Parking

Overflow parking is parking which requires no specific permit, all permits are able to parking in these zones. (refer to parking map)

Policy Regarding Campus Events Requiring Special Parking

Individuals and/or groups scheduling an event on campus which will attract visitors, especially those utilizing buses, vans and private automobiles should notify the East Central Police Department in order to secure their assistance and a plan for providing proper and safe parking.

Organizers of large events should work with East Central Police Department to arrange for traffic control, loading and unloading of passengers, and parking away from heavily used areas of campus.

Operation of Motor Vehicles

Campus Speed Limit

The speed limit on campus is 15 miles per hour, except where a higher speed limit is posted. Speed limits are radar enforced. The rules of the road and the laws applicable to operating motor vehicles in Oklahoma are equally applicable on the East Central University Campus.

Traffic Hazards

Vehicles are not to be operated in any manner so as to constitute vehicular/pedestrian traffic hazards or to impede the flow of vehicular or pedestrian traffic.

Back-in Parking

Vehicles are not to be backed into parking spaces and must be headed into the closed end of the designated parking space. This does not include on-street parallel parking. Persons operating a properly registered van may back into a disabled parking space to provide access or egress from the van.

On Street Parallel Parking

Vehicles are not to be parked on the wrong side of the road with the left wheel against the curb. Every vehicle stopped or parked must have the wheels of the vehicle parallel to within eighteen (18) inches of the curb.

Right-of-Way

Motorists are to yield the right-of-way to all pedestrians. This especially applies to pedestrians in crosswalks.

Accidents

All accidents involving a vehicle on the campus must be reported to the East Central University Police Department

Obtaining Copies of Accident Reports

A copy of the accident report will be furnished to all involved parties free of charge, after a written request is on file. The copy may be secured at the East Central University Police Department, Monday through Friday, 9a.m. until 4 p.m.

Violations and Fines

University Police Officers can issue municipal, state, and ECU citations. Municipal citation information can be obtained from the City of Ada Court Clerk; District citation information can be obtained from the Pontotoc County Court Clerk.

A “hold” can be entered for anyone not clearing their citation.

Campus parking regulations are in effect from 0700—1700 hours Monday-Friday, after and before such times the parking may only be used for University sanctioned events. No parking is permitted anytime and is consistently enforced in fire lanes, striped zones, handicap zones, reserved spaces, landscaped areas or on sidewalks. The regulations are enforced by East Central University Police Department and by inter-local agreement

Violators of parking and traffic rules on campus may be assessed fines as follows:

Payment of Fees

When a parking/traffic citation is received, the top of the ticket should be completed and payment made in the Bursars Office Monday – Friday, between the hours of 8:00am – 4:00 pm. You **must** present the hardcopy of the ticket at that time to insure that the payment is assigned to the correct account. If you wish to mail the payment in, please complete the top part of the ticket, and place ticket with your payment in an envelope. Mail to: East Central University Bursars Office, 1100 E 14th St. Ada, OK 74820.

Disciplinary actions will be taken on citations that remain unpaid

1. A financial hold can be placed upon records.
2. Persons will be subject to loss of parking privileges and subject to towing of their automobile, with these charges assessed to the vehicle owner.

Parking Fees

A. Faculty/staff

Faculty/staff permits are a benefit of employment with East Central University. Permits must be surrendered upon termination of employment.

B. Students

Parking fees are \$25

Replacement permits are \$10.

C. Visitors

Visitor permits are provided at no cost.

****Disclaimer of Responsibility****

East Central University assumes no responsibility for damage or loss to a vehicle or their contents while parked or operated on the campus, nor when vehicles have to be towed.

Violations	Fines
Parking in faculty/staff parking with a non-faculty/staff permit (commuter, housing permits)	\$10
Parking without proper permit	\$15
Improper parking in a posted or reserved space	\$35
Improper parking or obstructing a space designated for disabled parking	\$500
Parking by a fire hydrant or in a posted fire lane	\$35
Blocking driveways, entrances or alleys; parking in maintenance/service areas, or restricted areas; improper parking or parking in stripe zones	\$35

Parking on lawns, sidewalks, campus landscaped areas, or any area outside clearly delineated parking spaces, in addition to the cost of any property damage	\$35
Overtime parking	\$35
Improper parking - using more than one parking space	\$35
Counterfeiting, altering, defacing or transferring a parking permit to another vehicle for which the parking permit was not issued, or for giving false information in an application or hearing, or for intentional misuse of any permit	\$35
Unauthorized parking	\$35
Speeding	\$35
Careless driving	\$35
All other violations	\$35
Multiple violations (chronic violator) added in addition to initial violation.	\$50

Multiple Citations

Parking violators may receive citations every hour after the initial citation for violation of:

- A. **No parking zone** (includes fire lanes, striped zones, and other prohibited areas)
- B. **Reserve parking** – student, faculty/staff, reserve parking, service/maintenance reserved parking.

Chronic Violators

Chronic violators are defined as those individuals who accumulate four or more citations during a semester (this total of four citations will not reflect multiple citations received in one day in a single location). Chronic violators, if found illegally parked, will, in addition to being cited for the original violation, be issued a citation as a chronic violator. The chronic violator citation will carry a fine of \$50.00. The vehicle is also subject to being towed. Persons labeled as chronic violators will retain that designation for one calendar year.

Towing and Booting

Please be advised that East Central University has the legal right to TOW and/or BOOT (immobilize) all vehicles which are found to be in violation of ECU, Local, State, or Federal regulations. Vehicles may also be towed and/or booted for have outstanding violations (even if they are not in violation at the time).

Booting is a locking device placed on your left front wheel, in order to prevent moving of the vehicle until all outstanding amounts owed to the University are paid. This is sometimes used instead of towing, if the vehicle is inaccessible to towing or the officer deems it necessary. It is illegal to attempt to drive with the boot or tamper with boot in any way. Only East Central University Police Department employees can remove the boot. After 24 hours of booting, the University may deem it necessary to tow the vehicle. All fees and charges would be the responsibility of the owner.

If your vehicle has been towed or booted, please contact the East Central University Police Department at 580-332-3875 during regular office hours (09:00 - 16:00 hours Mon-Fri). There is no way to redeem your vehicle outside of regular office hours.

****Any vehicle found to be in violation of ECU, Local, State, or Federal regulations at the discretion of the East Central University Police Department shall be subject to removal at the owners expense****

Appeal Procedure

(Please present your citation when filing an appeal.)

Appeals

Any person who receives a parking/traffic citation may appeal the citation; an appeal procedure is as follows:

1. Make certain the citation is an East Central University citation. University Police officers can issue municipal, state, and ECU citations. Municipal citation information can be obtained from the City of Ada Court Clerk; District citation information can be obtained from the Pontotoc Court Clerk.
2. The person receiving the citation will make payment in the Bursars Office.
3. The person brings paid receipt and a copy of the ticket to Student Development with a written statement explaining their basis for appeal.
4. Student Development will log student name, phone number and ticket number.
5. Each appeal request will be identified by ticket number, not student name.
6. The appeal request (not the appealing student) will go before the Honor Court at the appeal.
7. Honor Court will make decisions by a vote of the five members based on merit of the appeal.
8. A designated member of the Honor Court will contact each student who appealed, and inform them of the decision.
9. If an appeal is approved, a check request for reimbursement of the ticket amount will be sent to the Bursars Office.

Revocation of Parking Privileges

Payment of fines will in no way restrict the University from revoking parking privileges.

