

## APPENDIX D

### MOTOR VEHICLE TRAFFIC AND PARKING REGULATIONS

The following regulations shall govern the operation and parking of motor vehicles on the campus of Indiana State University at all times of the year unless specifically noted.

#### Parking Permit Registration

##### General Guidelines

1. Parking permits will be required on all self-propelled vehicles that call for a state license or any other vehicle capable of being operated under its own power.
2. The parking permit fee schedule is available in the Traffic and Parking Services Office which maintains sole authority to sell permits and register drivers. (Hulman Memorial Student Union pay lots are an exception.)
3. Faculty, staff and student parking permits are issued for the school year and expire midnight August 16. The parking permit may be transferred to other motor vehicles driven by the permit owner to campus.
4. All faculty, staff, and students who own, possess, operate, or have the use of a motor vehicle on any property owned, leased, or used by Indiana State University, including University Apartments, must purchase and properly display a current and appropriate parking permit.
5. Faculty, staff, and students who wish to utilize campus parking facilities are required to obtain a parking permit at the Traffic and Parking Services Office within 72 hours (excluding weekends) after arriving on campus or beginning employment.
6. One parking permit may be purchased per student or employee. However, students and employees who operate a motorcycle and another motor vehicle on University property must purchase a motorcycle permit in addition to a regular permit.
7. If a parking permit becomes lost or stolen, it is the registrant's responsibility to report and replace it immediately. Replacement permits are obtained from the Traffic and Parking Services Office at the appropriate cost.

##### Types of Registration

**Handicap**—Handicap parking permits are required and available for faculty, staff, and students who are qualified under Indiana Code 9-7-4.1 to use handicap parking spaces.

**Staff**—Faculty, executive/administrative/professional staff, support staff, non-student temporary employees, and full-time residence hall directors and assistant directors shall be defined as staff for purposes of vehicle registration.

**Student**—Undergraduates, graduate students, graduate assistants, graduate fellows, and all others enrolled shall be defined as students for purposes of vehicle registration.

**Temporary**—Temporary parking permits are available for short-term parking needs.

##### Display of Parking Permit

1. Parking permits are to be displayed from the rear-view mirror except for motorcycles and vehicles with convertible tops. Vehicles which are unable to be locked, will be issued an adhesive decal in lieu of the original hang tag. Scooters and motorcycles shall affix the parking permit to the left front fork of the vehicle.
2. A vehicle not displaying a parking permit will be recognized as an unregistered vehicle.

#### Operation Of Motor Vehicles

1. The operation and/or parking of all motorized vehicles on sidewalks, pedestrian paths, or lawns of property owned, leased, or used by Indiana State University is expressly prohibited. Identified University service vehicles and emergency vehicles are exceptions.
2. The speed limit is ten (10) miles per hour on campus drives and parking lots. The driver of a motor vehicle will have control of that vehicle at all times and failure to do so will constitute reckless driving.
3. All traffic control signs and devices are to be observed in compliance with Indiana law.
4. In areas where motor vehicle traffic and pedestrian traffic conflict, pedestrians have the right of way when no other traffic control is present.
5. All vehicles, including two wheel vehicles, must be equipped with adequate exhaust mufflers as required by Indiana statutes.
6. Drivers will comply with the State of Indiana Motor Vehicle Code and Terre Haute city ordinances at all times in addition to these regulations.
7. All accidents involving a motor vehicle on property owned, leased, or used by Indiana State University or the

streets adjacent thereto, must be reported to the Public Safety Department as soon as possible.

### Parking Regulations

1. Faculty, staff, and students may park in lots designated by signs for which they have the appropriate permit.
  2. Parking in handicap spaces, fire and service vehicle zones, and unloading/loading zones (all indicated by signs) will be strictly enforced at all times.
  3. Parking lots are surveyed and parking is arranged to accommodate as many cars as possible. It is necessary to follow the arrangements to allow other vehicles access to and from parking areas. A parked vehicle which interferes with normal vehicular or pedestrian traffic may be removed at the owner's expense.
  4. Parking in any driveway, alley, lot entrance or exit is prohibited. Do not park on unmarked open spaces. Private property owners may tow at operator's expense.
  5. With the exception of Hulman Memorial Student Union pay lots, all ISU parking lots are available without a permit from the hours of 5:00 p.m. to 7:00 a.m. Monday through Friday in addition to the weekends.
  6. University Apartments parking requires a parking permit 24-hours-a-day, seven-days-a-week.
  7. Vehicles parked on University property must be properly licensed, display a current parking permit, and be in a state of good repair and operable.
  8. Handicap parking on Indiana State University property requires an ISU handicap permit.
  9. Persons with short-term medical needs should consult with the Traffic and Parking Services Office. Special parking privileges must be requested by the disabled person accompanied by proper medical documentation which must include an expiration date in order to determine whether the permit is temporary or permanent.
  10. If a faculty, staff, or student vehicle is inoperable and on University property, the owner must contact the Public Safety Department at 237-8888. The vehicle must be removed from University property within 48 hours of the call.
3. Enforcement of University traffic regulations, which include state laws and city ordinances, is the responsibility of the Public Safety Department. Public Safety officers have the authority to halt vehicles, issue summonses for violations, remove vehicles improperly parked, enforce all regulations, and make arrests (Indiana Code 1971 20-12, ch. 3.5).
  4. A traffic summons issued by authorized Public Safety personnel for violations of these rules must be presented to the Traffic and Parking Services Office at the Public Safety Department within five (5) working days (excluding weekends) of the date issued. After five (5) working days, summonses are processed and billed to the individual accounts through the Controller's Office. Once a summons has been billed, the Traffic and Parking Services Office cannot accept payment.
  5. The person in whose name a parking permit is registered with Indiana State University will be held responsible for any parking violation involving the vehicle whether incurred by the registrant or the operator of the motor vehicle. Therefore, these regulations should be made known to any other person who may operate the vehicle with the permit displayed.
  6. The operator of a motor vehicle on campus shall observe these regulations and will be held responsible for all moving violations committed, whether the vehicle is registered in the operator's name or not.
  7. Violators of state and city laws may, at the discretion of the Public Safety Department, be prosecuted in state or city courts.
  8. Vehicles may be towed from the campus if the vehicle violates University regulations, City of Terre Haute ordinances, and/or state laws pertaining to motor vehicles or if the vehicle constitutes a traffic/pedestrian hazard. The owner/registant of the vehicle will be responsible for any fines assessed and the cost of the towing. Vehicles may be towed for the following reasons, but not limited to:
    - Parking in a space identified for handicapped parking while not displaying a proper permit.
    - Blocking a fire hydrant, walkway, or roadway.
    - Parking in an emergency lane.
    - Abandoned/immobile vehicles.
    - Five (5) or more parking tickets (including warning tickets) during the current year.
    - Visitors pay lots violation.
    - Use of a lost, stolen, falsified or fabricated permit.

### Enforcement

1. Enforcement of the traffic and parking regulations is in effect every day throughout the calendar year.
2. The enforcement boundaries are identified as Third Street (west), the Seaboard Railroad (east), the Conrail Railroad (north), and Cherry Street (south). Enforcement also includes the University Apartments area.

### Citation Procedures

#### Penalties

1. Failure to obtain an ISU parking permit within 72 hours of bringing an unregistered vehicle on campus will result in a fine of \$15. more information please contact Hulman Memorial Student Union at 237-3818.
2. A moving violation is a fine of \$35. (The above Motor Traffic and Parking Regulations was approved by the ISU Board of Trustees on June 16, 1995.)
3. Parking in an identified handicapped parking space without a handicap permit is a fine of \$50.
4. Faculty, staff, students, or visitors may not obtain or furnish a parking permit for a non-qualified user of the parking permit. Therefore, obtaining or attempting to obtain a parking permit, furnishing a parking permit, or using a parking permit for which the intended user is not qualified, is expressly prohibited. This violation may lead to losing the privilege of having a motor vehicle on campus for the remainder of the current academic year. There is also a fine of \$100.
5. Resale of a parking permit or purchase of a parking permit from any other person is a violation of these regulations and is subject to a \$100 fine and vehicle impoundment at the owner's expense.
6. All other violations are a fine of \$15.

### Assessments

1. Violation assessments are made at the Traffic and Parking Services Office and are payable at the Controller's Office after five (5) working days of the date appearing on the summons.
2. Students who do not pay assessments or summonses by the end of the semester in which they are incurred, will have their records encumbered and registration privileges revoked until the assessment is paid.
3. Faculty and staff who have outstanding, unpaid summonses may be denied a parking permit until the assessment is paid. Payroll deduction for parking fines may be arranged through the Payroll Office.

### Appeals

A summons may be appealed in writing via application forms provided by the Traffic and Parking Services Office, if requested and returned within five (5) working days (excluding weekends) of the date appearing on the summons.

### Hulman Memorial Student Union Pay Lots

The HMSU Commons Visitors Lot, a short-term pay parking lot, is located south of Hulman Memorial Student Union. The hours of operation are Monday-Thursday, 7:30 a.m.-8:00 p.m., and Friday, 7:30 a.m.-5:30 p.m. The University Visitors Lot, a long-term pay lot, is located north of the Hulman Memorial Student Union. The hours of operation are Monday-Friday, 7:30 a.m.-5:00 p.m. Parking on Saturday and Sunday is free in both lots unless parking is reserved for a special event. For