

# Motor Vehicle 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.

Students and staff who bring vehicles to campus will be held responsible for the registration and proper operation of the vehicles. It is the responsibility of each member of the University community to read, understand, and abide by the regulations. Ignorance of the regulations is not an acceptable reason for appeal of a violation.

## ARTICLE I—Parking Permit Registration

### Section A: 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. 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 from the rear-view mirror. (See Section D #2 for exceptions.)
3. 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, Staff Lot 25 (Fifth and Cherry Streets), and Any Decal Lot N (11th and Chestnut Streets).
4. Fees:

Faculty/Administrative Staff	\$100.00
Support Staff	\$85.00
Students	\$85.00
Motorcycle	\$40.00
University Apartments	\$42.50

Faculty, staff, and students are required to obtain a parking permit at the Traffic and Parking office within 72 hours (excluding weekends) after arriving on campus or beginning employment.

A handicap permit is required for all disabled faculty, students, or staff for use of handicap spaces on all University property including Fifth and Sixth Streets. Proper medical documentation will be required before issuance of an ISU handicap permit. (See Article III #4.)

One parking permit may be purchased per student or employee. The exception being, students and employees who operate a motorcycle and a motor vehicle on University property, must purchase a motorcycle permit in addition to a regular permit.

Traffic and Parking Services maintains sole authority to sell parking permits and to register drivers. The exception being Hulman Memorial Student Union pay lots which sell their own permits. (See Article IV.)

**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 \$100.00 fine and vehicle impoundment at owner's expense.**

### Section B: Limitations

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 by this regulation. (See Article VI.)

### Section C: Types of Registration

1. Handicap parking permits are available for faculty, staff, and students who are qualified under Indiana Code 9-18-22. Persons

with short-term medical needs should consult with Traffic and Parking Services. (See Article III #4.)

2. Faculty members, administrative staff, clerical/service employees, non-student temporary employees, and full-time residence hall directors and assistant directors shall be defined as **staff** for purposes of vehicle registration.
3. Graduate students, undergraduates, graduate assistants, graduate fellows, and all others enrolled shall be defined as **student** for purposes of vehicle registration.
4. University Apartments permits are for use by individuals who live in University Apartments, but do not park on campus (ie. family members living with student). The University Apartments parking permit will **not** be valid in any other ISU parking lot.
5. Temporary parking permits are available for short-term parking needs.

### Section D: Display of Parking Permit

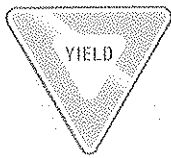
1. All parking permits are available at Traffic and Parking Services. Staff and student parking permits are issued for the school year and expire midnight August 16. The parking permit may be transferred to other motor vehicles driven by the permit owner to campus. *Enforcement of the traffic and parking regulations is in effect everyday throughout the calendar year.*
2. Display parking permits from the rear-view mirror. *The exception being motorcycles and vehicles with convertible tops. Vehicles which are unable to be locked, will be issued an adhesive decal in lieu of the original hangtag.* Scooters and motorcycles shall affix the parking permit to the left front fork of the vehicle.
3. A vehicle not displaying a parking permit will be recognized as an unregistered vehicle.
4. **If a parking permit becomes lost or stolen, it becomes the registrant's responsibility to report and replace it immediately. Replacement permits are obtained from Traffic and Parking Services at a cost equal to the current purchase price.**

## ARTICLE II—Operation of Motor Vehicles

1. The operation and/or parking of all motorized vehicles on the sidewalks, pedestrian paths, or lawns of property owned, leased, or used by Indiana State University is expressly prohibited. *The exception being identified University service related vehicles and emergency vehicles.*
2. Congestion requires that speed be limited to ten miles per hour on campus drives and parking lots.
3. The driver of a motor vehicle will have control of that vehicle at all times and failure to do so will constitute reckless driving.
4. All traffic control signs and devices must be observed as others are depending on the driver's judgement and compliance with Indiana law.
5. In areas where motor vehicle traffic and pedestrian traffic conflict, pedestrians have the right of way when no other traffic control is present.
6. All vehicles, including two wheel vehicles, must be equipped with adequate exhaust mufflers as required by Indiana statutes.
7. Drivers will comply with the State of Indiana Motor Vehicle Code and Terre Haute city ordinances at all times in addition to these regulations.
8. 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.
9. 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. Parking spaces on asphalt are identified by painted stalls and on gravel lots by concrete bumpers.

10. 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.
11. All ISU parking lots are available without a permit from the hours of 5:00 p.m. to 7:00 a.m. seven days a week to students, staff, faculty, and visitors. A permit is required from 7:00 a.m. to 5:00 p.m. Monday through Friday. *The exception being Hulman Memorial Student Union pay lots. (See Article IV.) In addition, University Apartments requires a permit 24-hours-a-day, seven-days-a-week. (See Article I, Section C.)*
12. Vehicles parked on University property must be properly licensed, display a current parking permit, and be in a state of good repair and operable. Vehicles that do not meet these requirements may be considered abandoned vehicles. Abandoned/immobile vehicles may be removed from campus at the owner's expense.



### Things to Remember

- Lack of a convenient space is not a valid excuse for parking in violation of regulations.
- Students, faculty, and staff are not considered visitors and may not display a visitor pass at any time, and may not park in a visitor space except during open parking hours.
- Any portion of a vehicle parked in a restricted area constitutes a violation, i.e., handicap, service vehicle, emergency, fire lane, yellow, and reserved parking.
- Parking is permitted only in authorized spaces marked by lines in the appropriate zone designations. Vehicles parked with tires touching or over the stall markers are subject to ticketing.
- Traffic regulations are subject to enforcement 24 hours a day, 365 days a year.
- All vehicles parked on campus must properly display a valid parking decal or permit.
- There are no specific parking lots assigned to certain buildings or departments. Parking is on a first-come, first-served basis.
- Students, faculty, and staff are responsible for their visitors.
- It is not necessary to receive a warning notice before a ticket is issued.
- Stop at all stop signs and crosswalks.
- Yellow curbs, fire lanes, loading zones, and driveways are not parking spaces. A vehicle may be ticketed and towed if it is left unattended in these areas.

### What if I have a Disability?

Convenient parking spaces designated for persons with disabilities are included in this guide. Anyone who has a physical impairment may obtain a special permit from Traffic and Parking Services, which allows parking in designated spaces. The department, however, requires medical documentation if a

## ARTICLE III—Parking Regulations

1. Motor vehicles operated by faculty, staff, and students that display a parking permit may park in areas designated as parking lots by signs posted for which they have the appropriate permit.
2. Handicap spaces, fire and service vehicle zones, and unloading/loading zones (indicated by signs), will be strictly enforced at all times.
3. A parked vehicle which interferes with normal vehicular or pedestrian traffic, may be removed at the owner's expense.
4. Handicap parking on Indiana State University property requires either an ISU handicap or other state issued plate or permit displayed. A state issued handicap plate or permit is acceptable if it is displayed with a valid ISU staff or student permit. Short-term handicap parking privileges can be requested by the disabled person with medical documentation. This documentation must include an expiration date so it is possible to determine the length of time

handicapped permit is requested. Documentation must have an expiration date so it may be determined whether the permit is temporary or permanent. **Handicap parking on ISU property requires either an ISU handicap permit or other state issued handicap plate or permit displayed.**

Students with disabilities can learn about and arrange for auxiliary aids and services to meet their individual needs by contacting the Student Academic Services Center at 237-2300 in Gillum Hall. **While ISU honors all valid handicap permits, staff and students are required to purchase a permit to park in the lots between 7:00 a.m.-5:00 p.m.**

### Vehicle Security Tips

- Always lock vehicle doors.
- Roll up windows.
- Don't leave the vehicle running and unattended.
- Keep valuable articles such as purses, book bags, books, clothing, and stereo equipment out of sight.
- Keep on file vital information such as vehicle make, model, year, license number, VIN number, color, and insurance policy company and policy number.
- Repair defective vehicle door locks.
- Don't loan vehicle keys or vehicle.
- Report suspicious persons to the Public Safety Department immediately.
- Immediately report crimes to the Public Safety Department.

### Contact Information:

Traffic and Parking Services  
Public Safety Department  
Indiana State University  
210 North Sixth Street  
Terre Haute, Indiana 47809  
(812) 237-8888

the permit will be needed. *Under Indiana Code 5-16-9-5(b), any person who knowingly parks in a parking space reserved for a person with a physical disability while displaying a placard to which neither the person nor the person's passenger is entitled commits a Class C infraction.*

5. If a faculty, staff, or student vehicle becomes disabled on University property, the owner must contact the Public Safety Department at 237-5555. Place a sign stating, "Disabled List, call Public Safety 237-5555," on the front window. The vehicle must be moved off Indiana State University property within 48 hours of the call.

## **ARTICLE IV—Visitor's Pay Lot**

1. The Commons Visitor's Lot, a small, short-term pay parking lot, is located at Fifth and Chestnut Streets. The hours of operation are Monday-Friday 7:30 a.m.-5:00 p.m. Parking is free each evening after 5:10 p.m. The University Visitor's Lot, a large, long-term pay parking 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 more information please contact Hulman Memorial Student Union at 237-3818.

## **ARTICLE V—Enforcement**

1. 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).
2. A traffic ticket issued by authorized Public Safety personnel for violations of these rules must be presented to the Traffic and Parking office at the Public Safety Department within five working days (excluding weekends) of the date issued. After five working days, summonses are processed and billed to individual accounts through the Office of the Controller. Once a ticket has been billed, Traffic and Parking Services cannot accept payment.
3. 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/without the permit displayed.
4. 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.
5. Violators of state and city laws may, at the discretion of the Public Safety Department, be prosecuted in state or city courts.
6. Vehicles may be towed from the campus or immobilized 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/registrator 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 or more parking tickets (including warning tickets), paid or unpaid, from August 16, 2007-August 16, 2008.
- Visitor's Pay Lot violation.
- Use of a lost, stolen, falsified, or fabricated permit.

Students who are towed more than two times may be subject to further disciplinary action for failure to abide by the Motor Vehicle Rules and Regulations.

## **ARTICLE VI—Ticket Procedures**

### **Section A: Penalties**

1. Falsely obtaining or using a parking permit that the user is not qualified to use (including possession or use of a lost, stolen, falsified, or fabricated permit). 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 \$100.00 and vehicle impoundment at owner's expense.
2. Failure to obtain an ISU parking permit within 72 hours of bringing an unregistered vehicle on campus will result in a fine of \$20.00.
3. A moving violation is a fine of \$35.00.
4. Parking in an identified handicapped parking space without a handicap permit is a fine of \$75.00.
5. All other violations are a fine of \$20.00.

### **Section B: Assessments**

1. Violation assessments are made at Traffic and Parking Services and are payable at the Office of the Controller after five working days of the date appearing on the ticket.
2. Students who do not pay assessments or tickets 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 tickets may be denied a parking permit until the assessment is paid. Payroll deduction for parking fines may be arranged through the Payroll Office.

## **ARTICLE VII—Wheel Immobilization**

Vehicles may be immobilized if the vehicle violates University regulations, City of Terre Haute ordinances, and/or state laws pertaining to motor vehicles and has accumulated five or more parking tickets (including warning tickets) paid or unpaid, for the 12 month period beginning August 16 and ending on August 15 each year.

Any attempt to move an immobilized vehicle or remove the wheel immobilizer may cause serious damage to the vehicle. Any damage caused by such an attempt will be the sole responsibility of the driver.

In order to have the wheel immobilizer removed, the driver must pay a \$50.00 removal fee, as well as any and all outstanding tickets on file with Traffic and Parking Services. Tickets that have already been billed to the Office of the Controller will not be included in this figure. This amount must be paid in cash or a cashier's check.

## **ARTICLE VIII—Appeals**

1. A ticket may be appealed in writing via application forms provided by Traffic and Parking Services, if requested and returned within five working days (excluding weekends) of the date appearing on the ticket. Tickets not appealed in a timely manner become the responsibility of the driver.