



Traffic and Parking Regulations

USI Public Safety - Parking

University of Southern Indiana
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University of Southern Indiana

Traffic and Parking Regulations

Table of Contents:

Section 1: Rules, Regulations, & Procedures

- 1.1 Responsibility for Compliance with Regulations
- 1.2 Disclaimer of Responsibility
- 1.3 Traffic and Parking Regulations (Overview)
- 1.4 Pedestrians Notice
- 1.5 Reporting of Disabled Vehicles
- 1.6 Campers, Buses, Vehicles with Trailers, and Oversize Vehicles
- 1.7 Motorcycles
- 1.8 Bicycles, in-line skates, skateboards, etc.
- 1.9 Operation of University Owned Vehicles
- 1.10 Reserved Parking
- 1.11 Vehicle Maintenance

Section 2: Citation Policy, Procedure, and Appeals

- 2.1 Citation Policy
- 2.2 Citations and Habitual Offenses
- 2.3 Suspension of Driving and Parking Privileges
- 2.4 Towing Policy
- 2.5 Immobilization of Vehicles
- 2.6 Long-term Parking/Abandoned Vehicles
- 2.7 Deception/Fraud/Falsification
- 2.8 Appeal Process for Citations

Section 3: Campus Parking, Permit, and Vehicle Registration Information

- 3.1 USI Parking Office Location
- 3.2 Campus Parking Lots
- 3.3 Broadway Recreational Complex and USI/Burdette Park Trail Parking
- 3.4 ADA Accessible Parking Permit
- 3.5 Temporary Disability Permit
- 3.6 Faculty, Staff, and Commuter Student Vehicle Registration

Section 4: Housing and Residence Parking, Permit Decals, and Regulations

- 4.1 Housing and Residence Life Parking Permit Decals
- 4.2 Temporary Parking Permits
- 4.3 Apartment and Residence Hall Parking Regulations
- 4.4 Housing Visitor/Overnight Guest Parking Policy
- 4.5 Shared Vehicles

Section 5: Fines and Fees

- 5.1 Citation Fines
- 5.2 Towing Fees
- 5.3 Parking Permit/Decal Fees

University of Southern Indiana

Traffic and Parking Regulations

Section 1: Rules, Regulations, & Procedures

1.1 Responsibility for Compliance with Regulations

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

1.2 Disclaimer of Responsibility

The University of Southern Indiana assumes no responsibility for the care or protection of any vehicle or its contents when operated or parked on university owned or controlled property. The University reserves the right to change any traffic or parking regulation. These regulations are posted online at www.usi.edu/public-safety/parking

1.3 Traffic and Parking Regulations (Overview)

1. **All Indiana laws, county ordinances, and USI regulations pertaining to traffic and parking apply on all University owned or controlled properties. ADA parking violations are strictly enforced.**
2. **Persons operating a motor vehicle on USI owned or controlled property must possess and present upon request by USI Public Safety:**
 - a. **A valid driver's license.**
 - b. **Valid, current proof of insurance for the vehicle they are operating.**
 - c. **Valid, current vehicle registration for the vehicle they are operating.**
3. Traffic and parking regulations are in effect year-round, unless otherwise noted, and apply to all pedestrians, cyclists and persons who operate motor vehicles or other vehicles on university property.
4. If the identity of the person operating or in control of a vehicle found in violation cannot be determined through normal University methods, the registered owner of the vehicle shall be held responsible for all citations and fines/fees incurred.
5. The speed limit on all campus roadways is **15 miles per hour**.
6. **Parking is allowed only in marked parking spaces.**
7. Parking is not permitted on boulevards or roadways, sidewalks, in loading zones, on lawns/landscaping, within 10 feet of fire hydrants, blocking walkways, wheelchair access ramps, drives or any other restricted zone identified by signs and/or yellow paint.
8. Vehicles must be parked fully within the painted lines of a parking space. Vehicles parked on or over the line are in violation.
9. Any vehicle parked in a manner that obstructs roadways, hinders university operations and/or represents a hazard to persons or property is subject to being towed at the owner's expense.
10. **Pedestrians always have the right-of-way in crosswalks.** Vehicles, including bicycles, must stop and remain stopped while pedestrians are in or approaching the crosswalk. Bicyclists must dismount before crossing roadways on pedestrian crosswalks.
11. Public Safety officers are authorized to conduct traffic stops on USI property to enforce the traffic and parking regulations and/or other University policies, including possession of drugs, alcohol, weapons, etc.
12. Failing to comply with orders or requests from a Public Safety staff member, incivility, verbal threats, or physical abuse shall not be tolerated in any form or manner. Public Safety response to these actions depends on the individuals involved. Possible responses include but are not limited to local law enforcement involvement, person(s) being asked to leave campus, referral to the appropriate University department for disciplinary sanction(s) and potential banning from University property.
13. Violations of traffic and parking regulations may result in issuance of warnings, citations, vehicle immobilization, towing of vehicles, internal sanctioning and/or revocation of privileges.

University of Southern Indiana

Traffic and Parking Regulations

1.4 Pedestrian Notice

Pedestrians should always strive to remain aware of their surroundings. Pedestrians must use sidewalks and walking trails. Walking and running on campus roadways is prohibited except during university-sanctioned race events. Pedestrians/runners who act in a manner detrimental to the safety of themselves or others (fail to use marked crosswalks, intentionally/deliberately block, or disrupt traffic, etc.) may be cited and/or sanctioned.

1.5 Reporting of Disabled Vehicles

If your vehicle is disabled or becomes a hazard on university property or roadways, contact Public Safety for assistance. Turn on your hazard warning flashers and wait for assistance at a safe location near your vehicle.

1.6 Oversize Vehicles

Owners of large trucks, campers, buses, vehicles with trailers, and other oversize vehicles which do not fit within one designated parking space should contact Public Safety for instructions prior to parking the vehicle on university property. Unauthorized camping is prohibited on USI property.

1.7 Motorcycles

The USI Traffic and Parking Regulations define a motorcycle as follows: motorcycle, motorized bicycle, motorized scooter, moped and any other motorized vehicle that does not meet the definition of a car or truck. Motorcycles may only be operated on the roadways and may not be operated on sidewalks or pedestrian paths/sidewalks. Motorcycles must be parked in designated, marked parking spaces or in designated motorcycle parking areas. Operation of all-terrain vehicles (including golf carts, side-by-sides, etc.) – other than University-owned or emergency vehicles – is prohibited without prior approval from Public Safety.

1.8 Bicycles, in-line skates, skateboards, etc.

1. The number of riders on a bicycle shall not exceed the number for which the bicycle was designed.
2. Riders shall ride next to the right shoulder of roadways and in the same direction as the flow of traffic.
3. Pedestrians have the right-of-way on sidewalks and crosswalks. In areas of heavy pedestrian traffic or while crossing crosswalks, riders shall dismount and walk their bicycle.
4. Bicycles may be parked only in bicycle racks or storage lockers provided for that purpose. Public Safety may impound bicycles not parked in compliance or left without notification at the end of the academic year.
5. Cyclists, skaters, etc., must obey all normal traffic regulations including, but not limited to, obeying the on-campus speed limit and observance of all posted traffic signs (stop signs, yield signs, etc.).
6. Bicycles, skateboards, roller skates, in-line skates, non-motorized scooters, etc. shall not be used/ridden inside buildings or on athletics courts/fields.
7. Jumping or stunt riding is only allowed in designated areas.
8. Violations of these regulations by USI students or employees may result in a citation and/or referral for sanctioning. Visitors who do not comply may be asked to leave University property.

1.9 Operation of University Owned Vehicles

University owned vehicles may only be operated by approved faculty, staff and students who have completed the appropriate vehicle safety training and been certified as an “Authorized Driver” by University Risk Management.

1.10 Reserved Parking

Certain spaces in the University parking lots are reserved for different departments and marked by signage to that effect. Periodically individual parking spaces, parking lots or parking bays may be reserved for University approved events or functions. Temporarily reserved spaces are marked by signage, cables pulled across the entrances to the lots/bays and/or orange cones to denote the reserved status. Unauthorized parking in these spaces/lots is prohibited and may result in the offending vehicle being cited and/or towed.

University of Southern Indiana

Traffic and Parking Regulations

1.11 Vehicle Maintenance

Vehicles parked on campus must be in running and driving condition. Basic vehicle maintenance (checking/topping off fluids, changing windshield wipers, changing a single tire, etc.) may be performed in campus parking lots, if necessary, but more extensive maintenance tasks (e.g., changing engine oil, replacing engine/transmission) are prohibited. Any liquid spills should be reported to Public Safety immediately. **Vehicles may not be left on jacks, jack-stands, blocks or similar devices unattended and, if found so, may be towed at the owner's expense.**

Section 2: Citation Policy, Procedure, and Appeals Process

2.1 Citation Policy

The traffic and parking fine system established by the University is designed to encourage compliance. Failure to comply may result in a citation and fine. **Fines shall be paid to the Bursar's Office.** See **Fines and Fees** (section 5) for current fine rates.

2.2 Citations and Habitual Offenses

In instances when the fine system does not accomplish the goal of voluntary compliance, the following procedures will be used to address habitual violations of these regulations:

1. Upon the determination that a vehicle or driver has received three (or more) citations during the current academic year, a warning notice will be sent – via university email or U.S. mail – to the offending vehicle's listed driver and/or registered owner.
2. If the vehicle is found in violation again after the initial warning notice, a second notice will be sent warning that any additional violations will result in the vehicle being placed on the Public Safety boot/tow list and the owner/driver being referred to the University disciplinary system.
3. Additional violations after the second warning notice will result in the vehicle (and any other vehicles operated by the violator) being placed on the Public Safety boot/tow list. Student violators will be referred to the Dean of Students Office (DOSO) for violation of the Student Code of Behavior. Employee violators will be referred to Human Resources. Visitors and contractors/vendors will be referred to the appropriate University department.
4. Continued habitual violations may result in the offending vehicle being immobilized and/or towed – at the owner/driver's expense – from USI property and the suspension of the owner/driver's privileges to park and drive on university property.
5. Payment of traffic and/or parking fines has no effect on the determination of habitual offender status.

2.3 Suspension of Driving and Parking Privileges

Students, employees, and visitors who have had their driving and parking privileges suspended will be restricted from operating or parking a motorized vehicle on university owned or controlled property.

- For disciplinary purposes, the number of tickets accrued by a student during the academic year is reset to zero at end of that academic year except for those persons on suspension at the end of the academic year (payments for traffic and parking fines accrued remain the responsibility of the offender).
- If a suspension extends past the end of the academic year, the balance of the suspension carries over to the next academic year (or summer semester) in which the student is enrolled. If no additional violations occur, persons serving a suspension that is carried over to the next academic year/semester will have their citation count set to zero, as above, at the end of the suspension (payments for fines accrued remain the responsibility of the offender).
- Suspensions remain in effect during the appeals process.
- Fines and towing fees may be reimbursed if the appeal is granted.
- Employee and visitor suspensions remain in effect throughout the calendar year until expiration.
- Vehicles found in violation of this policy may be towed.

University of Southern Indiana

Traffic and Parking Regulations

2.4 Towing Policy

Vehicles may be towed from university property for the following reasons:

- Habitual violation of traffic and/or parking regulations.
- Illegally parked in an ADA Accessible parking space.
- The vehicle is abandoned, illegally parked, in a position constituting a hazard on the roadway, blocking a fire hydrant, etc.

The registered owner/driver of the vehicle is responsible for all towing related fees.

2.5 Immobilization of Vehicles

Vehicles found in violation of traffic and parking regulations may be immobilized with a wheel lock ("boot") to determine the identity of the driver/owner of the vehicle or to prevent the vehicle from being moved prior to the arrival of a tow truck. Tampering with, removing, or attempting to remove a wheel lock from a vehicle without authorization is prohibited and may result in criminal/civil charges and/or University disciplinary action. See **Fines and Fees** section for the boot removal fee.

2.6 Long-term Parking/Abandoned Vehicles

Long-term parking is prohibited without prior authorization from Public Safety. Any disabled, unattended, or unauthorized vehicle may be considered abandoned and may be towed at the owner's expense if parked in the same location for more than 72 hours.

2.7 Deception/Fraud/Falsification

Any attempt to circumvent the USI Traffic and Parking Regulations may result in the offending driver/vehicle being cited and/or towed and the responsible person(s) losing their driving and parking privileges on university property. Offending students will be referred to the Dean of Students (DOSO) for violation of the Code of Student Behavior/Conduct. Deception/Fraud includes, but is not limited to the following:

- Providing false or misleading information on the vehicle registration form.
- Displaying a ticket/citation on the windshield that was issued at a different time, date, or location.
- Obscuring a parking permit decal with tape, stickers, etc. to allow HRL residents to park on campus before 3:00 p.m.
- Attaching a permit decal in any way other than the backing adhesive (i.e., via Velcro, tape, etc.) to remove and replace it to circumvent the parking regulations.
- Possession of a parking permit that has been reported lost or stolen.
- Displaying a counterfeit or altered parking permit.
- Using a disability plate/placard registered to another individual to park in an ADA Accessible disability space when the registered owner of the plate/placard is not a current passenger of the vehicle.

In addition to the sanctions mentioned above, parking permit deception/fraud may result in the confiscation of the permit and a fee for replacement.

2.8 Appeal Process for Citations

Appeals may be granted for two reasons:

1. There is substantial evidence that you did not commit the violation.
2. You committed the violation, but due to circumstances provably beyond your control.

Reasons that are NOT valid grounds for appeal include, but are not limited to:

- Lack of knowledge of the regulation(s).
- Lost citation or "I did not receive the ticket on my vehicle".
- Did not see a parking sign.
- Had flashers on or parked only for a short period of time.
- Inability to find a legally marked space.
- Other vehicles were parked improperly.
- Incorrect permit for area.
- "My [coach, professor, supervisor, RA, etc.] told me I could park there."

University of Southern Indiana

Traffic and Parking Regulations

Student Appeals – Students may appeal a citation to the Student Government Association Court.

- Student appeals may be submitted online via the SGA website at www.usi.edu/sga/.

Employees and Visitor Appeals - Employees and visitors may appeal to the University Appeals Committee.

- Employee/Visitor appeal forms are available at the Parking office and online at www.usi.edu/public-safety/parking. Completed appeal forms may be submitted to the Parking or Public Safety offices.

The deadline for submitting an appeal for students, employees and visitors is 10 business days from the issuance of the citation.

Section 3: Campus Parking, Permits, and Vehicle Registration Information

3.1 USI Parking Office Location

USI Parking is in the Public Safety Building between the Liberal Arts Center and the Physical Plant. Call 812-465-1091 or www.usi.edu/public-safety/parking for business hours. After business hours, parking permits may be picked up at the Public Safety Dispatch Office, which is staffed 24/7.

3.2 Campus Parking Lots

University campus parking lots A, B, C, D, E, F, G, H, I, J, K, L, N and P (Screaming Eagles Arena) are open lots that do not require a parking permit and may be used, with certain marked restrictions, by commuter students, employees, and visitors.

1. The last two bays of Lot D, the fourth bay of Lot E, Lot M and Lot O are reserved for Residence Hall resident parking and are marked with signs to that effect.
2. **Resident students – including those employed by the University – may not park in campus parking lots G, H, I, J, N or P between 7:30 a.m. and 3 p.m. on days when classes are in session.** They may park in campus lots on weekends, holidays, summer semesters or other days when regular classes are not in session.
3. **The Orr Center circle drive is one-hour, visitor parking only except for the spaces reserved for the use of the President's Office.**

3.3 Broadway Recreational Complex and USI/Burdette Park Trail Parking

The parking lot at the Broadway Recreational Complex is open from dawn until dusk. The parking lot entrance and exit gates will be locked shortly after dusk or after any scheduled evening event. The owners of vehicles left in the lot after the gates are locked should contact Public Safety to request the gates be unlocked to allow their vehicle to be removed. Parking is not allowed on the entrance and exit drives. Vehicles blocking the gates or otherwise impeding entrance to or exit from the complex may be towed.

3.4 ADA Accessible Parking Permit

Persons with physical disabilities may use designated ADA Accessible parking spaces by displaying the appropriate state-issued disability license plate/placard or USI Temporary Disability Permit (see below). Disability parking placards must be hung from the interior rearview mirror or displayed on the driver's side dashboard. The entire permit, including the registration number, must be visible. Failure to properly display a disability placard may result in the vehicle being cited and towed.

3.5 Temporary Disability Permit

USI Parking may issue temporary disability parking permits to persons with short-term physical disabilities or medical conditions restricting their mobility. To obtain a Temporary Disability Parking Permit, a copy of the Practitioner's Certification for Temporary Disability Parking form (obtained from the Parking or Public Safety offices or online at www.usi.edu/public-safety/parking) must be completed by the person's physician or health care provider and returned to the Parking office. Once the form is submitted and the permit approved, the requesting person will be issued a **30-day Temporary Disability Parking Permit** to afford them time to obtain a state-issued disability license plate or placard. Only Full-time Parking staff members may approve and issue Temporary Disability Parking Permits. Extension of the 30-day period may be granted by the Director of Public Safety or their designee.

University of Southern Indiana

Traffic and Parking Regulations

3.6 Faculty, Staff and Commuter Student Vehicle Registration

Faculty, staff, and commuter students are not required to obtain parking permits but are encouraged to register with USI Parking any vehicles they intend to park in campus parking lots. Vehicle registration aids in timely notification of the owners in the event of damage to or other urgent issues involving their vehicle. Vehicle registration forms are available at the Parking office. Online registration is also available via the Parking web site at www.usi.edu/public-safety/parking.

Section 4: Housing and Residence Parking, Permit Decals, and Regulations

4.1 Housing and Residence Life Parking Permit Decals

1. All students who are registered as residents of Housing and Residence Life must obtain and display on their vehicle a parking permit decal for the area in which they are registered by the first day of classes. Failure to do so may result in referral to the Dean of Students (DOSO) for violation of the Student Code of Behavior/Conduct.
2. To register a vehicle, resident students must possess and present to USI Public Safety upon request:
 - o A valid driver's license.
 - o Valid, current proof of insurance for the vehicle they are operating.
 - o Valid, current vehicle registration for the vehicle they are operating.
 - If the resident student is not the legally registered owner of the vehicle, the registered owner's information must be entered on the vehicle registration form.
3. Apartment and Residence Hall residents may have only **ONE** vehicle on campus at a time. The vehicle must be registered and display a parking permit. Residents may only register one vehicle at a time (See Temporary Parking Permits, below).
4. Decals must be attached, via the adhesive on the back of the decal, to the outside of the vehicle – lower left rear window) as indicated on the instruction form furnished with the decal and **MUST** always be displayed on the vehicle in the prescribed manner.
5. Parking permit decals are non-transferable and remain the property of the University of Southern Indiana. Permits shall be returned upon request and may be confiscated due to improper display or other violations of these regulations.
6. Parking permits should be removed from a vehicle before ownership is transferred, upon termination of association with the University, expiration of the permit, or receipt of a replacement permit.

Replacement permits are available in the event of change of HRL location, change of vehicle, theft, or loss. Lost or stolen permits should be reported to Public Safety as soon as possible. A fee may be assessed for permit replacement due to deception/fraud, repeated loss, or multiple changes of vehicles (see **Fines and Fees** section for current fee rate).

4.2 Housing and Residence Temporary Parking Permits

Temporary parking permit placards are available at the Parking office for residents who must temporarily drive a vehicle other than the one displaying their normal parking permit decal. Temporary permits are issued for a two-week period, with one two-week renewal allowed. Initial Temporary permits are issued free of charge, but a fee may be assessed for issuance of multiple temporary parking permits to the same individual during a single semester. Temporary parking permits may be obtained from the Parking office during normal business hours or the Public Safety Dispatch office after business hours.

4.3 Apartment and Residence Hall Parking Regulations

1. The HRL apartment complex is divided into two neighborhoods: The O'Daniel Neighborhood (O'Daniel South and O'Daniel North) and the McDonald Neighborhood (McDonald East and McDonald West). O'Daniel North and South residents may park in either O'Daniel neighborhood. McDonald East and West residents may park in either McDonald neighborhood.
2. Residence hall residents may park in any of the parking areas designated by signage for that purpose - currently the last two bays of Lot D, the third and fourth bays of Lot E, and all of Lot M and Lot O.
3. All vehicles parked in apartment complex and resident hall lots must be parked "head in", so the rear of the vehicle, rear license plate, and parking permit decal are visible from the roadway. Vehicles backed into a space will be cited.

University of Southern Indiana

Traffic and Parking Regulations

- Apartment residents may park in visitor parking spaces in their own neighborhood if no normal resident spaces are available but **may not** park in the visitor spaces in another neighborhood.
- Residence Hall residents **may not** park in the apartment complex resident parking or non-resident visitor parking areas.
- Any HRL resident may park in any space marked for Eagle Express Convenience Store or Laundry parking for the time-period posted on the sign or in spaces marked for Residence Life visitors or Religious Life visitors while conducting business in those offices.
- There is no parking allowed in Residence Hall circle drives except for service or emergency vehicles.**

4.4 Housing Visitor/Overnight Guest Parking Policy

Visitors to the HRL apartment complex may park only in areas designated for non-resident visitor parking during posted visiting hours. Housing residents must register overnight guests online via the Campus Housing section of myUSI. Guests must also register their vehicle and obtain a Guest Parking Permit from Parking or Public Safety. Guests and residents must abide by all regulations described in the Guest Policy section of the current Housing Resident Handbook and section B.23 Visitation and Guests in the Student Rights and Responsibilities: A Code for Student Behavior.

4.5 Shared Vehicles

A vehicle may only be registered by only one person.

- If two resident students are sharing a vehicle, one resident must be designated as the owner and/or primary driver and register the vehicle.
- If a resident student is sharing a vehicle with a commuter student/staff member/faculty member/non-student, they must register the vehicle if it will be parked on USI property at any time.

In all cases, the vehicle must be parked in compliance with section 4.3 above. The registered primary owner/driver will be responsible for all violations regardless of who may have been operating the vehicle at the time of violation.

Section 5: Fines and Fees

5.1 Citation Fines

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| • Illegally parking in an ADA Accessible space:
(May be towed and assessed a towing fee) | \$50.00 |
| • All Moving Violations (speeding, reckless driving, running a stop sign, crossing the center line, failure to yield right of way, etc.) | \$50.00 |
| • Other violations: First offense | \$10.00 |
| Second and subsequent offenses | \$40.00 |
| • Boot Removal Fee | \$40.00 |

5.2 Towing Fees

USI Public Safety enlists the services of private towing companies that are not affiliated with the university. Towing fees – towing, administrative and storage - are paid directly to the towing service by the owner/driver of the vehicle and are subject to change at the discretion of the towing service. Vehicles towed from university property may also incur a university Boot Removal Fee if the vehicle was immobilized prior to tow.

5.3 Parking Permit/Decal Fees

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|--|-----------|
| • Initial issue: | No charge |
| • First replacement: | No charge |
| • Second and subsequent replacement: | \$10.00 |
| • Replacement due to confiscation for fraud/deception: | \$10.00 |