



## Parking and Traffic Policies and Procedures

### Scope

This document identifies applicable Ivy Tech Community College – Southwest policies and procedures related to parking and traffic flow for Ivy Tech Community College – Southwest Main Campus, Tri-State Building, and First Avenue Plaza Building locations. This policies and procedures document is produced for use by the College employees, students, visitors, and campus security.

### Effective Date

August 24, 2009

### Overview

Ivy Tech Community College – Southwest provides student, employee, and visitor parking at no charge, however does require that students, employees, and visitors follow approved parking and traffic policies. Parking permits are provided as a means to identify vehicles and owners more easily in case of accidents or emergencies. In addition, parking permits will aid campus security in the enforcement of parking and moving violations on campus in order to keep students, employees, and visitors safe.

### Policy

Ivy Tech Community College – Southwest requires that students, employees, and visitors abide by the 10 mph speed limit, posted signage in regard to designated parking areas, and approved parking and traffic policies. Designated parking areas are defined as areas marked with no parking, handicap access, pick-up/drop-off, reserved, and other specialized signage.

All **employees** are issued a permanent parking permit which should be displayed in the front windshield, lower passenger side. New employees will obtain a permit, as outlined in this document, by the end of their first week of employment. Additional and/or replacement parking permits are available at the Business Affairs Office for \$2 each.

All **students** are issued a parking permit once per academic year. Student parking permits change in design each academic year to identify them as a current parking permit. Additional and/or replacement parking permits for the current academic year are available at the Business Affairs Office for \$2 each.

Only the current parking permit should be displayed in the front windshield, lower passenger side, and only current academic year or permanent parking permits are valid. Parking permits are issued throughout the year as new students or employees arrive. All students must pick up their parking permit by the fourth week of the fall term in the new academic year. Students new to the College in spring must pick up their parking permit by the fourth week of spring term. Students new to the College in summer must pick up their parking permit by second week of summer term. The parking permit for an academic year remains valid until the end of the fourth week of the next fall term, by which time all new parking permits will be issued and should be displayed by returning and new fall term students.

Parking permits allow the bearer to park at the Ivy Tech Community College Main Campus parking lots. The parking permit does not allow access to park in visitor parking spaces or other designated parking areas.

Visitors and Non-Credit Students are required to display visitor parking permits in their front windshield. Visitor parking permits allow parking in a visitor parking space, as well as other general parking not designated for a specific purpose. Visitor parking permits will identify the event / non credit course being attended so the person can be contacted in case of damage or accident with their vehicle.

## **Procedure**

### **Parking permit Distribution**

1. Parking permits are issued at the Facilities Office (room 137) and Business Affairs Office (room 134).
2. Employees and students must complete the parking permit form and turn it in to Facilities Office or Business Affairs Office in order to receive their parking permit.
3. One parking permit will be issued to each employee upon the effective date of this policy. New employees will obtain a permit, as outlined in this document, by end of their first week of employment.
4. One parking permit will be issued to each currently enrolled student by the end of the fourth week of each fall term. New Students will be issued a parking permit by the fourth week of their first term (by second week of term if new at a summer term).
5. If a student or employee reports their parking permit lost or stolen to the Business Affairs Office, they must purchase a replacement for \$2 at the Business Affairs Office. Their old tag will be recorded as lost or stolen. Ticket for improper permit violation will be issued if the lost tag is used thereafter.
6. Additional permits can be purchased for \$2 at the Business Affairs Office if the employee or student wishes to permit multiple vehicles. The parking permit form must be completed for each vehicle.
7. Non-credit students will receive their visitor parking permit in their class information letter.
8. Visitors scheduling use of the facility will receive a visitor parking permit in their facility usage package.
9. Additional visitor parking permits will be available at the North and West entrance receptionist desk. It is important to remind campus visitors to obey posted traffic and parking signage and markings. Campus Security will be notified of large community events and visitor permits will not be required during the time of the event, in order to accommodate attendance to the event.

### **Parking Permit Transfer**

Employees and students are responsible for submitting updated information when a new vehicle is purchased or other vehicle is used. Permit information will be updated and the permit can be used in the new vehicle without additional cost to the employee or student. Submit transfer information to the Facilities Office.

### **Ticketing-General**

1. Campus security may issue parking violation tickets for the following parking and/or moving violations:
  - a. Vehicle does not have a valid parking permit (Vehicle may be towed at owner's expense)
  - b. Parked in a "No Parking" area / space (Vehicle may be towed at owner's expense)
  - c. Parked in a fire lane (Vehicle may be towed at owner's expense)
  - d. Parked in a handicap space without a valid state issued handicap placard or license plate (Vehicle may be towed at owner's expense)
  - e. Parked in a reserved, assigned, or visitor's space without a visitor permit
  - f. Blocking driveway or access
  - g. Blocking other vehicle

- h. Parked in two spaces
  - i. Improper display of parking permit
  - j. Driving the wrong way in an area marked one-way traffic
  - k. Turn left from parking lot onto First Avenue
  - l. Disregarding parking lot signs or markings
  - m. Exceeding speed limit (10 mph)
  - n. Reckless driving or endangering another person
2. Handicap parking will also be enforced by local law enforcement.
  3. First ticket issued to an employee or a student is a warning. Subsequent violations will be assessed a fine of \$25 each.
  4. Fines can be paid during normal office hours at the Business Affairs Office or on-line.
  5. To dispute a ticket, submit a copy of the ticket along with a written dispute to:  
Facilities Office  
Attn: Parking Ticket Appeal  
3501 N. First Ave  
Evansville, IN 47710.

### **Student**

1. All tickets issued to Ivy Tech students with a fine will be added as fees on account in the Ivy Tech Community College-Southwest Business Affairs Office system. The ticket with a fine serves as the first invoice. A second invoice will be issued if the ticket is not paid within 30 days of issuance.
2. Students with multiple violations may be subject to student disciplinary action, as per the student conduct section and college rules section of the student handbook. Disciplinary steps and procedures can be found in the Disciplinary Action section of the student handbook.
3. Holds will be placed on the student's account when the fine is assessed. A student will not be able to enroll in future courses or obtain a transcript until all fees are satisfied, as per college policy. Fines can be paid with available financial aid funds if the student has authorized the College to use Title IV funds to be used for bookstore charges and other fees. (Please refer to Title IV Authorization form, also available through Campus Connect).

### **Employee**

Employees may be subject to disciplinary procedures, as defined in the employee handbook under general operations, if assessed multiple violations or assessed fines are not paid within 60 days from date of the original ticket.

### **Visitor**

Visitors with multiple violations may be refused visitor parking permits on future visits.

### **Communication of this Policy**

This policy is available online. A link will be communicated annually in the student handbook, as well as through communications to students and employees with parking permits. A summary of the policy will be stated on the parking permit form. Copies of the full policy will be available upon request through the Facility Office and Business Affairs Office.