

## PARKING AND SAFETY POLICIES

Policies beginning the first day of classes each fall and ending the last day of finals each Spring the use of parking permits will be enforced. plaque

Type of Parking	Eligible Users	Parking Lot(s)/Spaces
Free Parking (Vehicle Registration is highly recommended, no fee.)	Everyone (faculty, staff, students and visitors/guests)	<ul style="list-style-type: none"> <li>Steinert Field, Butler Church (everyday, 24 hours a day)</li> <li>Chestnut lot, Hamilton and Heaton lots (after 3:45 p.m. – 7:00 a.m. M-F and on weekends)</li> </ul>
Free 1 Day Permit	Day Visitors	All Parking Lots (Not including visitors' parking – green curbs)
	Handicapped Persons	Handicapped - marked spaces (In all lots as per state of CA requirement)
\$50 per school year (non-resident permit)	University employees, AIMS employees and commuter students	All Lots (Not including visitors' parking-green curbs, Handicapped parking-blue curbs, and reserved stalls)

Policies for the Summer (beginning after the last day of finals each Spring)

### Permits

Parking Permits will be issued throughout the academic year. There are 4 types of permits.

1. *Permit #1* – Restricted Parking Permit. This permit may be purchased for \$50.00 through the Cashiers Office located in McDonald Hall, is valid only in that academic year and is a different color each academic year. This permit allows you to park in the following restricted parking areas: Chestnut Lot, Hamilton Lot, Heaton Lot, East Hall Lot and Butler (Seminary) Lot. It does not allow you to park in *Timed Parking* stalls.
2. *Permit #2* – Temporary Day Permit. You can get these Temporary Day Permits at the Information Office in McDonald Hall. This permit is orange. This permit is for Visitors / Guests ONLY. Students, fulltime or part time staff and faculty do not qualify as visitors and therefore will not be issued a Temporary Day Permit. If individuals who works from the Regional Campuses must come to the main campus to conduct official FPU business, they may be issued a Temporary Day Permit. If they arrive before the Information Window opens, they may call Campus Safety at 559-453-2298 to make other arrangements. This permit does not allow you to park in the Timed Parking stalls.
3. *Permit #3* – Seminary Guest Parking Permit. This permit is issued by the Seminary to their guests. This permit allows guests of the Seminary to park in the Butler Lot (Seminary) only. This permit DOES NOT allow the user to park on the main portion of Fresno Pacific University.
4. *Permit #4* – Informational Permit. This permit is mainly intended for resident students but is available to anyone who would like to have their vehicle and contact information on file with Campus Safety. This permit is light brown in color and DOES NOT allow

parking on the main portion of campus or the Butler Parking Lot. Vehicles displaying this permit may park in the Steinert Parking Lot located south east of the Winery Ave. and Hamilton Ave intersection, The Twilight Haven Gravel Parking Lot, or the Butler Church West Parking Lot.

Each vehicle, without the required and appropriate permit properly placed and displayed, will be cited. The permit must be displayed on the dash board or hanging from your rear-view mirror. If the permit can't be seen or read, you will be cited.

Multiple vehicles may be registered to one permit. When purchasing your permit, include on your Registration Form, any other vehicle(s) you may park on campus. More than one form may be needed to register all vehicles on one permit. Parking permits cannot be shared by students, staff or faculty. Permits are non-transferable and will not be valid if the permit number does not match the vehicle information given on the Vehicle Registration Form(s).

### **Special Parking**

From time to time, students, faculty and staff may have medical illnesses or injuries that require them to avoid physical activities such as walking great distances. A special temporary parking pass can be requested from Campus Safety. You will need to submit a medical doctor's note to Campus Safety that lists the specific limitation to your ability. Based on the dates indicated on the doctor's note, a Campus Safety Administrator will issue the individual a Temporary Day Permit. The Temporary Day Permit will not be valid after the date referenced on the medical note. Attempts will be made to confirm the validity of the Doctor's note. This can be done in place of a blue disabled placard. However, providing Campus Safety with a legitimate medical note does not allow you to park in a disabled parking stall (as that is controlled by the city of Fresno).

### **Motorcycles**

Motorcycles/scooters are considered motor vehicles and are subject to all regulations.

### **Motor Homes**

Approval for guests to bring a motor home on campus must be obtained in advance from the Director of Campus Safety.

### **Enforcement**

1. Permit Parking Enforcement runs from 7:00 am until 3:45pm Monday thru Friday.
2. Permit Parking Enforcement will not be enforced during weekends and Holidays.
3. Permit Parking Enforcement will not be enforced during the first week of each semester.
4. Permit Parking Enforcement can be relaxed upon the request of a university employee. There must be a reasonable explanation as to why the request is being made. In most cases a single parking lot will be relaxed as opposed to having all of the campus parking lots relaxed.
5. Fire Lanes, Handicap, and Timed parking stalls will be enforced 24/7, including summer.

### **Violations/Citations/Fines**

1. No permit/invalid permit (\$15.00). (This includes placing a permit in a vehicle which is not registered with Campus Safety or not being able to read or locate the permit based on its placement in the vehicle.)
2. Parked in a handicapped stall (\$50.00)
3. Parked in a no parking area (\$15.00)
4. Parked in a reserved spot (\$15.00)
5. Parked in a fire lane (\$50.00)
6. Parked in a loading zone exceeding 15 minutes (\$15.00)
7. Parked on a sidewalk (\$15.00)
8. Parked on campus owned grass (\$15.00)
9. Parked in 2 spaces/not parked within the stall (\$15.00)
10. Blocking a driveway or other road access (\$15.00)
11. 15-minute violation (\$15.00)
12. 30-minute violation (\$15.00)
13. Backed into a stall facing oncoming traffic (\$15.00)

### **Towing**

Anyone who has 5 or more unpaid or unresolved parking citations may be towed at the owner's expense per C.V.C. 22650-22711. This would include all towing and storage fees charged by the towing company. The vehicle owner may contact Campus Safety to obtain the towing company's contact information.

### **Parking Review Form (Petitions)**

Parking Citation Review Forms are intended for people to contest or petition their citations. When filling out the form, please make sure you include ALL information requested and print it in legible handwriting. This is required to process the form.

The Parking Review Forms are located at the Cashiers Window inside of McDonald Hall and the Campus Safety Office located at 4866 E Butler Ave. The forms are self-explanatory and must be completed within 5 business days of receiving the citation. Weekends and holidays are excluded.

Once the Parking Citation Review Form is completed, please submit it to either the Cashier or Campus Safety. There will be a Reviewing Officer who will read the factual evidence of the statement given on the form and determine if the recipient of the citation is to be held responsible, not responsible. The reviewing officer may dismiss the citation, uphold the citation or issue a warning citation.

### **Payment**

1. Fines may be paid at the Cashier window in McDonald Hall in person (1717 S. Chestnut Ave. Fresno Ca, 93702). The Cashier will accept payment in the form of cash, check, debit or credit card.

2. You may also pay over the phone using a credit card by calling the Cashier Window (559-453-5586). The Cashier window is typically open between 9am and 5:30pm (summer hours and breaks may be modified).
3. You may mail in your payment. Please make checks out to "Fresno Pacific University". Include the citation number on the memo portion of the check. Mail it to Fresno Pacific University, Department of Campus Safety at 1717 S. Chestnut Ave, Fresno Ca, 93702.

In the event that you do not have the funds to pay the fine you may request to have the fine charged against your student account or personal employee receivable account. Approval to charge your account is at the discretion of the Cashier and Financial Services. If your request is approved, you will be told that you must pay your account in full before registration or graduation, before requesting transcripts, or before your final pay check will be issued.

Attempts will be made near the end of each semester urging those with outstanding debts to act responsibly and pay their fines. Citations that are linked to a Student or employee will be charged to their account at the end of October, November and December. For the spring semester the account will be charged in March, April and May. Citations will remain on your account until paid. The balance of your account must be paid before registration, graduation, before the issuance of transcripts or final pay check.

#### **Excessive Violations of the Parking Policy**

Those thought to be excessively abusing the parking policies, procedures or persons managing the policy will be referred to the restorative discipline process through Student Life or the Human Resources Office if they are an employee.