Fresno Pacific University
2014/2015
Parking Policy

The following is the standardized Parking Enforcement Procedures for Fresno Pacific University's Department of Campus Safety and Business Office.

PERMITS

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

- **Permit #1 – Restricted Parking Permit.** This permit may be purchased for $50.00 through the Cashiers Office located in McDonald Hall or the online portal at the Campus Safety web site. This permit will be a different color each academic year (Green 2014/2015). This permit allows you to park in the following **restricted parking areas**; Chestnut Lot, Hamilton Lot, Heaton Lot, and East Hall Lot. *This permit does not allow you to park in Timed parking stalls or the Butler (Seminary) Parking Lot.* ***(Resident Students <u>CAN NOT</u> purchase a Restricted Parking Lot Permit)***
- **Permit #2 – Temporary Day Permit.** You can get these Temporary Day Permits at the Information Office in McDonald Hall. This permit is orange in color. This permit is for Visitors / Guests **ONLY**. Students, full-time or part time staff and faculty do not qualify as visitors and therefore will not be issued a Temporary Day Permit. If individuals who work from the Regional Centers have to 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.*
- **Permit #3 – Seminary Guest Parking Permit.** This permit is issued by the Seminary to their guests. This permit allows guests of the Seminary and Onsite counseling to park in the Butler Lot (Seminary) only. *This permit **DOES NOT** allow the user to park in any of the main parking lots at Fresno Pacific University except the seminary lot.*
- **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 the Department of 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 Athletic Complex Parking Lot located south east of the Winery Ave. and Hamilton, The Twilight Haven Gravel Parking Lot, or the Butler Church West Parking Lot.

- Each vehicle without the necessary permit properly placed will be cited. The best areas to display the permit are on your dash board or hanging from your rear view mirror. Remember, if Campus Safety can't see or read the permit, you will be cited.
- It is strongly recommended that when purchasing your permit you include on your Registration Form any other vehicles you may park on the campus. Multiple vehicles may be attached to one permit. However, the valid permit must be displayed to avoid being cited, if you have multiple vehicles, the vehicle you have on campus on any given day must display the permit in which that vehicle is registered to. More than one form may be needed to register all vehicles on one permit.
- In the case of a motorcycle, it is not reasonable to believe that your permit should be displayed on your motorcycle. In this case your valid permit on file with your motorcycle information noted will suffice as a permitted vehicle.
- If permits are being shared by students, staff or faculty, there is the potential of having your permit revoked for misuse and/or be called in to meet with the Chief/Executive Director of Campus Safety, and/or Student Life to discuss the proper course of action for permit misuse. 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). Permits may be sold back to the Cashier at or before the end of the fall semester for half price.
- If a dispute arises over the course of action on a parking citation, the Center for Peace Making and Restorative Justice Program may be used to help in resolving the case.

VIOLATIONS / CITATIONS / FINES

There are multiple reasons why a citation will be issued. They are**;**

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

- If a driver has forgotten their permit, they could be issued a Warning Citation. Warning Citations are issued at the issuing Officers discretion. Any violation after the warning will be enforced. They may appeal the citation provided they have factual evidence that the citation is invalid. For example: "*I left my permit in the other car and it's in the shop*." This is a reasonable explanation provided the individual does not use it more than once. Another example would be: "*I have a permit, but it's in my wife's car so she could park closer to her class*" **This is not** a reasonable excuse and the citation will be enforced.

- A vehicle that has **3 unpaid (open) citations will** receive a Vehicle Immobilization Device (**boot**) which will be placed on the vehicle. The Business Office and Campus Safety will keep track of the number of tickets each vehicle receives. Each violation is assessed a fine of **$15.00** or **$50.00**. Each boot removal fee is **$50.00**. If your vehicle is booted the total cost of the fines will be **$95.00 to $200.00**, which must be paid in order to have the boot removed. On the 4th offense a citation will be issued for the removal of the boot. There will not be a violation fee with this, just the $50.00 boot removal fee. **You will also need to provide current Driver's License as well as your Student or Staff Identification Card before the boot will be removed.**

- When removing a boot, the Campus Safety Officer is to inform the violator that **if they continue to violate policies through the remainder of the semester they will be rebooted for every offense at $50.00 a violation even if they have already paid off their tickets**. At the same time, the violator will be urged to purchase a Restricted Parking Permit assuming they do not already have one and some are still available through the Business Office.
- For violators who have received no more then 3 tickets, their information (License Plate #) will roll over to the next semester. This means every violation for the entire semester will result in a boot ($50.00) until the end of the semester. For violators who have received 3 tickets and a boot, but have cleared their debt before the end of the semester, the new semester allows the violator to start with a "clean slate".

PAYMENT

- While violators are told they need to pay the fines before the boot can be removed, in some cases they do not have the necessary funds to accommodate this. In that event, the violator must make arrangements with the Cashier Window and the supervisor on duty in Campus Safety to pay the fines. It is at the discretion of the Cashier and the Campus Safety supervisor if the fines will be charged to Student Accounts or Personal Employee Receivable Accounts. At this time the violator will be told that **they must pay their account in full before registration, graduation, transcripts, or final pay check will be issued.**

- Fines can be paid in person at the Cashier Window located in McDonald Hall (1717 S. Chestnut Ave. Fresno CA, 93702) from 9am until 5:30pm. The Cashier will accept payment in the form of cash, check, debit or credit card. Violators may

pay over the phone using a credit card by contacting the Cashier Window at (559-453-5586) between 9am and 5:30pm, Monday thru Fridays excluding Holidays

- Violators may mail in their 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 Box #2100, Fresno CA, 93702.

- If the violator discovers their vehicle has been booted after 5:30 pm when the Cashier's window closes, they need to make arrangements with Campus Safety to provide payment in order to release the boot. Campus Safety will only accept the amount due in cash or check then provide a receipt. They will then turn it over to the Business Office the following day. The payment will be recorded into the tracking system by the Cashier.

- Attempts will be made near the end of each semester urging those with outstanding debts to act responsibly and pay their fines. For those citations which can be linked to a Student or Employee name, the Business Office will transfer the charges to their accounts at the end of October. They will do it again at the end of November and finally at the end of the semester. This routine will continue through the next semester with checks at the end of March, April and May. It should be noted that citations will not be waived in future semesters. All debts must be paid before registration, graduation or the issuance of transcripts or final pay check can occur.

- Those thought to be excessively abusing the Parking Violation Procedure by Campus Safety or the Business Office will be called in to meet with the Chief/Executive Director of Campus Safety and/or Student Life to discuss the proper course of action. (Restorative Justice)

PARKING REVIEW FORM (PETITION)

- Parking 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 in order to process the form.

- The Parking Review Forms are located at the Cashiers Window inside of McDonald Hall and the Campus Safety dispatch center located inside of the Facilities Building. You may also choose to obtain a petition form online at www.fresno.edu/campus_safety. 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 Review Form is completed, please return it in to either the Cashier or Campus Safety or can be dropped off at the administrative office for

Campus Safety at 4866 E. Butler Ave, Fresno, or faxed to (559) 453-7211. There will be a Reviewing Officer who will read the factual evidence of the statement given in the form and from there determine if the receiver of the citation is to be held liable, not liable or issued a warning citation.

ENFORCEMENT

- Permit Parking Enforcement runs from **8:00 am until 3:45pm** Monday thru Friday.
- Permit Parking Enforcement **will not** be enforced during weekends and Holidays.
- Permit Parking Enforcement **will not** be enforced during the first week of each semester.
- Fire Lanes, Handicap, and Timed parking stalls will be enforced 24/7, including summer.

MEDICAL ISSUES

- From time to time, students, faculty and staff may have medical issues that require them to avoid physical activities such as walking great distances. In this case, Campus Safety will need a doctor's note that gives specific limitations to one's ability. This would require the individual to give permission to his/her doctor to release some patient information. 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. A call to the doctor will be made by a Campus Safety Administrator to confirm the validity of the note. This can be done in place of a blue disabled placard. Providing Campus Safety with a legitimate medical note will not allow you to park in a blue marked disabled but will allow you access to a more accommodating stall.

DISABLED PARKING

- People with disabled parking placards are not required to purchase a parking permit. We do ask that if you are disabled plan on parking your vehicle on campus, please register your vehicle with Campus Safety so we may contact you if any issues come up regarding your vehicle. The Disabled Placard allows you to park in any of the permit required stalls or timed parking stalls in both the Fresno Pacific University and Seminary campuses. It does not allow you to park in a reserved parking stall.

TOWING OF VEHICLES

- The enforcement of parking violations will be accomplished through the issuing of parking citations. In limited situations it may be warranted to tow a vehicle from university property. In such cases, vehicles will be towed pursuant to CVC 22658. Vehicles impounded or towed will be towed by Towline Towing, 7331 N. Tollhouse Rd, Clovis CA 93619 (559) 779-7184.