



**AUXILIARY SERVICES PARKING AND
TRANSPORTATION**

**PARKING POLICIES, REGULATIONS,
CITATIONS, AND APPEALS**

July 1, 2020

I. Vehicle Identification and Liability

The University has adopted the following regulations to ensure safe, courteous, and orderly vehicle operations and parking on campus. **It is the responsibility of the owner and driver of the vehicle to know and follow these regulations to prevent being cited for any violation. Persons who display abusive language, discourtesy, or disrespect toward Parking Services employees, or who persist in violating parking regulations, or whose actions or words are threatening, may be subject to criminal and/or administrative action.**

Vehicle registration is required in order to purchase a parking permit, for any vehicle operated by a member of the University community on the University campus or any property owned or leased by the University. In accordance with Georgia State Law, any vehicle operated on the campus as well as any other State roadway must contain proof of liability insurance and the driver must possess a current State issued valid driver's license. *Savannah State University assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus, whether the activity is academic, extra-curricular, or recreational.*

II. Vehicle Permits (Decals) and Fees

A. All students, faculty, staff, and visitors who park on campus are required to obtain a University parking permit (go to www.savannahstate.edu/permit and login using your SSU network ID and password), unless the vehicle has a **valid** permit from another University System of Georgia institution (<http://www.usg.edu/inst/>). If the institution does not require a *physical* permit, the student or employee must purchase a discounted SSU permit for \$10.00. Those vehicles with these permits must be parked in the spaces designated for commuter students and faculty/staff, respectively.

B. Individuals may only purchase permits for those vehicles to which they, their spouse, parents or guardians hold the title or lien. **Individuals are responsible for citations written on all vehicles on their account.** Also, customers are responsible for checking their parking portal routinely for any outstanding citations that was occurred. "I did not know that I had a citation", is not an excuse.

C. All permits expire on June 30 each year or for as long as the student is currently enrolled in classes, or the employee is employed, whichever is less.

D. Parking permits are **non-refundable**. If a permit was purchased using payroll deduction, future payments can be stopped, however you will not be refunded what was already paid

E. A residential permit expiration date is reflected on the current year parking permit

F. Students moving from one residential facility to another by choice, must purchase a new permit for \$10, unless moving from one General Residential Parking ("up-top" location) to another, then the permit can be kept.

G. Students moving off-campus from on-campus or vice-versa must purchase an appropriate new permit for \$10.

H. Unless a reserved parking space is purchased; the purchase of a parking permit does not guarantee parking in a specific space on campus. **Reserved parking spaces are reserved 24/7.**

I. Permits and Citations are official documents of the University. Persons falsifying, copying, stealing, altering or mutilating an official document will be subject to criminal and/or administrative action.

J. Purchasing and Affixing a Permit

- Cost of permits from July 1, 2020 through June 30, 2021:
 - Resident Student - \$75 per year
 - Commuter Student - \$75 per year
 - Faculty/Staff - \$105 per year
 - Reserved - \$195 per year
 - Retiree - \$75 per year
 - Vendor Parking - \$105 per year
 - Stadium Parking - \$35 per year
 - Fall-only Parking for Seniors Graduating in December - \$55
- While on the parking portal, once your payment has processed the system will then direct you to the “Payment Receipt” screen. On that screen you will see “print permit” in bold and is underlined. Click on “print permit,” then print out your temporary permit and display on your dashboard until your permanent permit is ready for pick up the next business day after 2:00 PM. You have up until the temporary permanent permit expires to pick up your permanent permit at the Parking Office.
- Permit prices are half price after January 1. This also applies to all students and employees on campus for the first time for the first session of summer school, including transient students.
- Replacement permits require a \$10 administrative fee. This is for all replacement permits, regardless of whether it is for a new vehicle, a wrecked vehicle, windshield replacement, permit lost or stolen, etc.
- One additional permit may be purchased for \$10 for vehicles that you will be driving, unless other arrangements have been made with Parking and Transportation. **Individuals are responsible for citations written on all vehicles on their account.** Where two employees in the same family, or an employee and a student in the same family, bring separate cars to campus, each must purchase a separate permit at full cost. Additional permits are for the primary permit owner to be able to park an alternative vehicle on campus.
- The permit **must be affixed to the lower left corner of the driver’s side windshield**, using the sticky substance on the permit (tape or other type of affixing is not permitted). The permit goes on the inside of the window. Please be careful not to block your driving vision when affixing the permit. Permits may not be laminated.
- Motorcycle permits must be affixed to the rear fender area.

- Improperly displayed permits, copied/fake permits, or failure to display a permit will be considered a parking violation and will be cited accordingly. **Upon the 3rd citation for not having a permit, improperly displaying a permit, and/or parking in an unauthorized area, vehicles will be booted (paid or unpaid if the vehicle has not been booted).**

K. Temporary Parking Visitor's Day Pass

Under the following circumstances, a temporary parking day pass can be obtained:

- **Visitors.** Visitors must enter at LaRoche Avenue to obtain a visitor pass at the Visitor Center. If a visitor is in a vehicle with an SSU affiliate, then the vehicle will need to enter at LaRoche Avenue and sign their visitor in at the Visitor Center. Students having overnight guests must submit an approval of visitation form from housing when requesting a permit for Visitor overnight parking.
- **Workshop Groups/Events.** A special permit will be provided by the events coordinator or Auxiliary Services staff which will allow members of groups coming onto campus to be identified for the duration of their workshop or service. Contact Auxiliary Services at 912-358-3109 for more information. If a Workshop/Event pass was not issued, you will need to stop by the Visitor Center located on LaRoche Avenue to receive a workshop/event pass.
- **Contractors.** Contractors who are on-campus long-term must follow the same rules as SSU employees. Contractors who report to Plant Operations and who will be on campus long term must retrieve an extended pass from Plant Operations. Contractors coming onto campus for one day must follow the instructions for Visitors. Departments hiring these contractors are responsible for notifying Auxiliary Services of their permits needs. Parking for these contractors will be limited in time and location.
- **Department Volunteers.** If you are an unpaid volunteer (does not receive an SSU paycheck), you can receive a temporary permit from the Parking Office for the duration of your employment free of charge.
If you are a paid volunteer (receive an SSU paycheck,) you will need to purchase a parking permit.

L. Temporary Parking Permits

Under the following circumstances, temporary parking permits will be issued from the Auxiliary Services Office in 127 King-Frazier to University community members who have already purchased a permit. In every case, you must bring with you the information required below, and the make, model, and tag (license plate) number of the vehicle. If you find you require a one-day temporary pass, you may download it from the parking portal and display it FLAT on the driver's side dashboard. Only 5 one-day passes will be allowed each semester. **Temporary passes are not provided for employees or students who have not purchased a permit. Please do not request an exemption based on financial need.**

- **Mechanical Repairs.** You can receive a temporary permit for mechanical repairs up to 5 days with no documentation, as long as you have purchased a permit. After 5 days, documentation from the repair shop showing how long the car is expected to be in the shop must be presented in order for a renewal to be issued.

- **Rental or Loaner Vehicle.** When you are using a rental or loaner vehicle to replace your own vehicle, you must present evidence as to the length of time your vehicle will be disabled. The temporary permit will be issued only for the length of time your vehicle will be disabled. If you are using a loaner vehicle that does not have a rental contract, you will be limited to a two-week temporary permit; after that, you must purchase a permit for the loaner vehicle.
- **New Vehicle. If you are bringing a new vehicle onto campus, you will need to log onto your parking portal and register your vehicle.** If you currently have a temporary dealership license tag, you will need to register your vehicle and input the last 8 digits of your vehicle's VIN as the "Plate Number". Once your permanent license tag arrives, you will need to bring your registration information to Auxiliary Services Parking and Transportation (King-Frazier 127) so that your account can be updated and your permanent parking permit can be issued to you.

Temporary parking permits are issued for \$5.00 each for:

- Students beginning school during the second summer session,
- Students bringing cars onto campus for a period of no more than two weeks during the semester. Consecutive passes will not be issued.
- SSU employees or temporaries hired for fewer than 60 days (upon receipt of e-mail from the hiring supervisor),
- Summer group attendees staying overnight on campus,
- Summer group instructors, and
- SSU employees hired after the first of June or first of December, through the end of those months only.

Those needing accommodations for temporary disabilities should contact the University Disabilities Coordinator for a temporary hangtag, to allow you to park in a lot that may not correspond with your permit designation. This hangtag will **not** allow you to park in a handicap (ADA) parking space; for that purpose, you must have an official ADA hangtag or license plate registered to you. You also may **not** park in a reserved space.

M. Parking Restrictions

Savannah State University Parking citations are issued to vehicles that violate the University's parking rules, regulations, and procedures. **The name of the individual listed as registrant is responsible for the violation, regardless of who was driving the vehicle at the time of the infraction.** If fines are not paid, the Bursar's office will be responsible for collections. This means that failure to pay parking citations will result in a student not being permitted to register for classes, graduate, or receive a transcript until the fine is paid. If the violator is a faculty or staff member, any outstanding fine will prevent them from clearing the University upon termination of employment.

On nights and weekends, students bringing a vehicle onto campus without a current year permit must log onto their parking portal using their Tiger World credentials and process a one-day permit (free of charge) then display the paper permit FLAT on the driver's side dashboard.

Guests bringing a vehicle onto campus must log onto the Parking Portal and create a guest account (DO NOT CREATE A GUEST ACCOUNT IF YOU ARE A STUDENT OR F/S) . After a guest account is created you will be able to process a one-day parking pass. The pass must always be displayed flat on the driver's side dashboard at all times while parked on campus in **non-residential area**.

Parking restrictions are in effect 11:00 PM – 4:00 PM Monday through Friday, except for parking in residential lots, which is in effect 24/7 and enforced day and night. Reserved and ADA (handicap) spaces, as well as yellow curb, parking on the grass, etc., are enforced 24/7, except during special events such as Commencement, Homecoming, Housing Move-In, Week of Welcome, New Student Orientation, etc.

All parking lots have lot signs indicating the permit category of who is permitted to park in the designated lots. The assigned parking locations for each parking permit category are as follows:

- **Resident** – Resident students will be assigned to a parking lot closest to their residence hall on a first-come, first-served basis.
 - During restricted hours, resident students in the University Commons and University Village **must** park in their assigned lots during the hours of parking restrictions.
 - Students with a valid General Resident permit may park in any of the General Residential parking lots which are, Alexis Circle (ORANGE SPACES), Hubert Tech (ORANGE SPACES), Camila Hubert, Bostic or Freshman Living and Learning Center (FLLC) during the hours of parking restrictions.
 - Students with a Wright Hall/Tiger Court parking permit may park in the Wright Hall/Tiger Court parking lot **or** any General Residential lots, if the Wright Hall/Tiger Court parking lot is full.
 - After restricted hours, resident students may park in any lot on campus, as long as it is not in a reserved or otherwise designated space (ADA/handicap, service vehicles, etc.), **except for the Wright Hall/Tiger Court parking lot**, which requires a Wright Hall/Tiger Court parking permit at all times (24/7). **Do not park on the yellow curbs, in the grass, or in marked/reserved spaces in the Wright Hall/Tiger Court lot.**
- **Commuter/Dual Enrollment** – Commuters and Dual Enrollment students with a valid year parking permit, will be allowed to park in any parking lots designated as Commuter lots. **Commuter/Dual enrollment students may not park in any residential parking lot at any time, day or night.**
- **Confucius Institute** –Confucius Institute students will need to purchase a parking permit and park in designated areas based on their parking permit during the hours of parking restrictions.
- **Faculty and Staff** – Faculty and staff will be allowed to park in any parking lots designated as Faculty and Staff lots, or in spaces in other lots specifically designated for faculty or staff.
- **Reserved Parking** – Spaces throughout campus are designated as reserved spaces. These spaces may be purchased by current faculty or staff on a first-come, first-served basis.

Individuals who purchase reserved parking permits are also authorized to park anywhere on campus where a legal space is available, except for other reserved spaces or spaces marked for specific purposes, such as for visitors or State vehicles. Please note:

- Reserved spaces may not be enforced during registration, housing move-in, open campus, homecoming, or other major University events.
- It is not permissible to allow someone else to park in your reserved parking space.
- If someone is parked illegally in your space, please contact Parking Services at 912-358-3109. **Do not block the person in your space, as this can become a safety hazard for others in the lot. You may be ticketed, booted, and/or towed if your vehicle is blocking the normal flow of traffic.**
- **Retirees** – Retired employees of SSU may purchase a retiree permit, which will allow the retiree to park in any faculty or staff space (except for a reserved space).
- **Vendor** – Employees of on-campus vendors may park in any parking lots designated as Faculty and Staff lots, or in spaces in other lots specifically designated for faculty or staff.
- **Discount Stadium Parking** - Commuters, faculty, staff, and visitors are allowed to park at the T. A. Wright Stadium parking lot.

N. Spaces throughout campus are designated as 15/30 minutes parking. These spaces are on a first-come, first-served basis. Any vehicle that exceeds the designated time limit will be cited. All permit categories are permitted to park in time restricted spaces as long as they do not exceed the time limit.

O. Faculty/Staff, Students, Contractors, and Vendors are not permitted to park in any space marked for visitors.

P. Faculty, staff, students, and visitors at Savannah State University who are eligible to park in an ADA (handicap) space must also have a Savannah State University permit or a valid visitor permit on their vehicle.

Q. If your vehicle breaks down, do not abandon it. Contact Parking Services immediately at 912-358-3109. You will have one week within which to move your vehicle, after which it will be towed. If your vehicle is abandoned in a reserved or handicap (ADA) space, it will be towed that day.

IV. Parking Violations

Parking violations include but may not be limited to:

- Parking on campus without a permit, with an expired permit, a stolen/fraudulent permit, or a visitor pass without a valid date stamp along with an SSU employee signature. **Note:** A stolen or fraudulent permit may result in criminal and/or administrative/ethics charges.
- Improperly displaying a permit. An improperly displayed permit would include but not be limited to the following: a permit not visible, or in any other place other than the bottom left corner (driver's side) of the windshield, or taped instead of affixed to the

windshield using the sticky substance on the permit. Temporary passes must be placed on the dashboard on the left side (driver's side).

- Parking in a "fire zone" as indicated by a red curb or in front of a fire hydrant (will subject the vehicle to immediate towing).
- Parking in an area designated as either an ADA (handicapped) parking space or an area reserved for handicap access, such as ramps.
- Parking in reserved areas or spaces denoted for special parking; i.e. President, NROTC, faculty/staff, visitor, any space marked "reserved" by signs and/or painting on the curb or asphalt, etc.
- Parking in a no-parking zone or area designated with yellow curbs, control signs or barricades.
- Parking on the grass or sidewalks.
- Double-parking a vehicle.
- Parking a vehicle in a manner that prevents someone from parking in the adjacent space.
- Parking a vehicle so it blocks in another vehicle.
- Parking a vehicle in a parking space against the flow of traffic.
- Parking in the travel lane or driveway of any parking lot.
- Parking in a lot not approved for the permit type during restricted hours.
- Parking any time in any residential parking lot by anyone other than current resident students with a valid residential permit for that lot.
- Damaging or tampering with boots, gate arms, signs, or other parking equipment (**will entail a fine for damages as well as the citation fine**).
- Parking in unauthorized area such as loading zones, and University Vehicle spaces.

The University reserves the right to implement additional parking regulations as necessary to meet its parking and traffic control objectives.

V. Penalties

- A. Parking violations may result in parking citations, booting and/or towing. In addition, persons who display abusive language, discourtesy, or disrespect toward Parking Services employees, or who persist in violating parking regulations, or whose actions or words are threatening, may be subject to criminal and/or administrative action.

If a vehicle is booted, ALL outstanding citations will need to be satisfied before boot is removed. If a customer has not successfully satisfied their vehicle boot by 4:00 pm that day, the vehicle will be subject to be towed to the SSU on campus tow yard.

- B. **Vehicles may be booted and/or towed at the owner's expense in the following situations.** Additional violations may be included in this section with limited notice, as needed to assure adherence to regulations.
- A vehicle which blocks, hinders, or obstructs a legally parked vehicle, trash dumpster, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
 - A vehicle parked in any type of reserved area.
 - A vehicle parked in a fire lane.
 - A vehicle parked on a yellow curb.

- A vehicle parked in a designated handicap/ADA parking space without an official State handicap license plate, placard or hangtag **that is prescribed for the parking permit account owner.**
- A vehicle which has received a total of \$250 worth of parking violations (paid or unpaid). A vehicle which displays a stolen, lost, altered, fake or expired permit. **Note:** A stolen or fraudulent permit may result in criminal and/or administrative/ethics charges.
- A vehicle that is cited for “No Permit” or “Unauthorized Area” can be booted upon the 3rd citation during the current academic year (paid or unpaid).
- A vehicle parked in a Visitors space with a Savannah State University permit.
- A vehicle abandoned for more than 5 days, regardless of whether it has a permit.
- A vehicle which did not follow Housing abandoned vehicle checkout process

A vehicle left in the on-campus tow yard for more than 10 calendar days will be towed offsite at the owner’s expense. The owner will still be responsible for the on-site citation(s), booting, and towing. If vehicle is towed off campus, customer must obtain release form from Parking services.

THE PARKING APPEALS BOARD

The Parking Appeals Board (PAB) is an essential component in assuring that the parking rules and regulations of the University are applied fairly and impartially. The duty and responsibility of the PAB is to review appeals for parking citations received on the Savannah State University campus, in order to assure that the parking enforcement staff issued each citation in accordance with parking rules and regulations.

THE APPEALS PROCESS

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal the citation to the PAB. The PAB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation, based on whether or not the parking enforcer acted in accordance with the parking rules and regulations. The Board has five members, identified as: one sworn Public Safety Officer, two representatives from the Student Government Association, one staff member, and one faculty member. A student is not eligible to chair the PAB. The person serving in the capacity of chair will be elected by the PAB members at the first meeting of the academic year. The chair can only serve a maximum of two consecutive academic years. The PAB shall require the attendance of two members exclusive of the chair or his/her designee in order to convene for business for any appeal. The PAB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PAB may complete their processes by e-mail when time is of the essence. The PAB shall conduct all investigations in compliance with Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.

All appeals must be submitted online at www.savannahstate.edu/permit. **The appeal must be received within 10 calendar days from the date of the citation.** The right of appeal is forfeited

after the 10 calendar days. The PAB shall render a final decision. The appellant will be notified of the decision in writing within 10 business days following the PAB meeting at which the appeal was heard either by email or United States Postal Service.

Visitors who receive a citation can appeal by logging onto the Savannah State Parking Portal (www.savannahstate.edu/permit) and creating a visitor account. Once the account is created and the vehicle added, the citation will automatically be assigned to the visitor's profile. The visitor can then appeal the citation. A visitor's vehicle should never be combined or assigned to a non-visitor's account. **If a vehicle is registered to a student, faculty, or staff, that person will become the responsible party for any citations charged to the vehicle.** For assistance, contact the Parking Services office at 912-358-3109.

When the appellant initiates the appeal process, he or she must indicate why the patroller/officer was wrong or negligent in the performance of his or her duties when the citation was issued. Appealing for reasons such as "late for class, no parking spaces were available, I did not know I had a ticket, other people were parked there, I've always parked there before, etc." are not justifiable reasons for consideration. **Ignorance of the regulations is also not a justifiable reason for appeal.** When appealing, the appellant must adhere to the following policies and procedures:

- Submit appeal request online at www.savannahstate.edu/permit.
- After 10 calendar days, **the right to appeal is forfeited.**
- Upload and attach to the online appeal electronic request any and all related material to justify your request, including tickets and receipts.
- If the PAB needs additional information, you will be notified via email and/or phone to submit the requested additional information.
- Only appellants can appeal their own citations, not friends, relatives, roommates, etc.
- A reminder notice will be sent to all potential graduating seniors with parking permits. Parking fines must be paid in full in order to graduate or receive transcripts. Please be aware that appeals may not be able to be heard before graduation.
- **PAB decisions are final and are not subject to additional review. Unless there was an error by Parking Services.**