



DEPARTMENT OF PUBLIC SAFETY

2016-17

STUDENT PARKING REGULATIONS



Susquehanna
UNIVERSITY

INTRODUCTION

The operation and parking of a motor vehicle on the property of Susquehanna University is a privilege granted to the students, faculty, staff and guests of the university.

Parking privileges may be denied, suspended or revoked by the university for repeated violations of the established parking regulations. Enforcement is handled by the Department of Public Safety.

I. VEHICLE REGISTRATION

- A.** All student vehicles parked on Susquehanna University property must be registered annually with the Department of Public Safety and must display the issued parking permit. Student parking permits expire on Aug. 31 of each year. New permits are issued at the beginning of and throughout the school year.
- B.** Students must register their vehicles through the mySU Public Safety page. Annual permits cost \$30, which is automatically billed to the student's account upon registration.
- C.** The issued parking permit must be affixed to an interior window. The officer or dispatcher issuing your permit will instruct you where to place the permit.
- D.** If you get a new vehicle during the year, you just register that vehicle. There is no charge for the permit in that case.
- E.** Student Guests: Overnight guests of Susquehanna students must register their vehicle with the Department of Public Safety, and provide their vehicle information, along with the location of where the vehicle will be parked.

IMPORTANT REMINDERS

- Space Availability—A parking permit does not guarantee the holder a parking space, but only the opportunity to park within the specified area or areas. Your inability to find a parking space close to a specific location is not a valid reason for parking illegally.
- Regulations are in effect at all times, including academic breaks, holidays and during the summer.
- The university assumes no responsibility for loss or damage to any vehicle parked on university property.

II. DESIGNATED STUDENT PARKING LOTS

The designated student parking lots are:

A. First-Year Students—First-year students are required to park their registered vehicles in the following lots:

1. TRAX lot for students residing in Smith Hall and Hassinger Hall
2. Parking lots adjacent to Reed and Aikens Hall
3. West end of the Sassafras parking lot
4. Commuter lot by TRAX

B. All Other Students—All other students may park in any of the available student lots:

1. Sassafras lot
2. West Village lots
3. Tudor/GO House lots
4. North Hall lot
5. 18th Street Commons
6. Along Zeigler Lane and West Village Access road
7. Commuter lot by TRAX.

C. Faculty/Staff Parking Lots—Students may park in designated faculty/staff parking lots Monday through Friday from 5 p.m. until 7 a.m., and all day on Saturday and Sunday.

Any student vehicle parked in a designated faculty/staff parking lot during normal business hours (Monday through Friday from 7 a.m. to 5 p.m.) will be ticketed and towed at the owner's expense.

D. Medical/Emergency Parking Requests—Students who have a medical issue or other emergency situation that requires parking in an area not authorized for students, must contact Public Safety before parking in those areas to discuss the matter to determine what accommodations may be made.

Students with serious or protracted medical issues may also request a temporary handicapped parking permit from Disability Services.

THE FULL PARKING REGULATIONS MAY BE FOUND ONLINE ON THE PUBLIC SAFETY MYSU PAGE OR AT WWW.SUSQU.EDU/SAFETY.

III. PARKING REGULATIONS

- A.** Parking is permitted only in designated areas indicated by signs, painted spaces, and/or as directed by a Susquehanna University Public Safety officer.
- B.** Students may not park in the Geisinger Medical Center lot at any time.
- C.** Students may not park in areas designated for visitors/reserved.
- D.** Students may not park in restricted areas designated by “No Parking” signs, yellow curbs or yellow/white lines indicating no parking zone.
- E.** Students may not park in or block service drives, loading zones, walkways or entrances and exits of parking lots.
- F.** Students may not park in a fire lane or within 15 feet of a fire hydrant. Violators’ vehicles are subject to immediate towing.
- G.** Students may not park on a lawn or other planted area or on a surface not designated for motor vehicles.
- H.** Double parking is not permitted without authorization of the Department of Public Safety.
- I.** Vehicles bearing a special handicapped-driver registration plate or placard may be parked in designated handicapped parking spaces. In special circumstances a temporary handicapped placard may be approved by Disability Services. **Violators’ vehicles are subject to immediate towing.**
- J.** No parking against traffic along any roadway on university property, unless authorized by the Department of Public Safety or properly marked.
- K.** Only authorized vehicles are permitted to park in the cut-out area on University Avenue outside of Seibert Hall. This area is posted with appropriate signage.
- L.** The registered student is responsible for any tickets issued to their vehicle, whether they were the operator of the vehicle or not. Students are also responsible for any tickets their guests may receive.
- M.** Tampering with a parking ticket, registration sticker, parking sign, traffic sign, or disobedience to traffic directions issued by Department of Public Safety staff may result in a fine of up to \$200. The incident may also be referred to Student Conduct.

IV. PARKING AND TRAFFIC VIOLATION TICKETS

- A.** Tickets issued to students will be forwarded to Student Financial Services for billing. Fines must be paid within 10 university work days of the issuance of the ticket, and may be paid at Student Financial Services located on University Avenue. All checks should be made payable to Susquehanna University.
- B.** Unpaid parking tickets may result in a financial hold on the student’s account, impacting the student’s ability to register for classes and/or receive a diploma at graduation.
- C.** Parking and traffic violation tickets are the most common enforcement measure; however, there will be times that illegally parked vehicles do not receive a parking ticket. This will not be an excuse or defense for others to park vehicles illegally.
- D.** A copy of an issued parking ticket will be placed on the front windshield and under the driver-side wiper blade of the offending vehicle.
 - 1. If an operator/vehicle leaves the scene prior to the parking ticket being issued, a copy of the parking ticket will be forwarded through campus mail to the campus residence of the offender.*
 - 2. If there is no campus address, the copy of the parking ticket will be sent to the address of registration of the vehicle.*

V. APPEALS

- A.** Appeals must be submitted via the online parking appeals form located on the Public Safety mySU page: www.susqu.edu/parking-appeal.
- B.** **Appeals must be made within 10 calendar days of the issuance of the parking and traffic violation ticket.** Appeals will not be accepted after this time.

VI. IMMOBILIZATION (BOOTING)

- A.** Susquehanna’s Department of Public Safety in the following circumstances may immobilize or boot a vehicle parked in violation of regulations:
 - 1. Failure to display registration.*
 - 2. Students parked in space designated for faculty, staff or visitors.*
- B.** Individuals who have a boot on their vehicle must contact the Department of Public Safety (570-372-4444) and provide proof the associated fine has been paid to have the device removed.
- C.** Damage to the boot caused by an operator of the offending vehicle in an attempt to free said vehicle will be considered vandalism and subject the involved individual to replacement costs, fines and possibly criminal charges.
- D.** Interference with a Public Safety official in the performance of his/her duties may result in a fine of \$200 and referral to Student Conduct.

VII. TOWING

- A.** The Susquehanna University Department of Public Safety may tow a vehicle parked in violation of regulations.
- B.** Vehicles towed to a vendor will be recovered at the owner’s expense. Susquehanna University does not receive any funds from towing incidents. The cost to the owner to recover their vehicle will be in addition to the fine associated with the ticket.

QUESTIONS? PLEASE CONTACT:

SUSQUEHANNA UNIVERSITY
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