

VEHICLE RULES AND REGULATIONS

ISSUE DATE: July 3, 2024

PARKING ON THE CUA CAMPUS

The operation and/or parking of a motor vehicle or bicycle on the Concordia University Ann Arbor campus is a privilege given to all students, employees (faculty & staff), and visitors. The following rules and regulations which govern the privilege are administered and enforced by the Department of Campus Safety, and should be followed unless otherwise directed by a Campus Safety officer. Should you have any questions regarding the information contained in these pages, contact the Assistant Director of Campus Safety at Ext. 7536 or (734) 995-7536 or Director of Campus Safety at Ext.7507 or (734) 995-7507.

REGISTRATION

Eligibility and Vehicle Registration

All students and employees are eligible to maintain a motor vehicle on campus.

The user of the vehicle must register their vehicle with Campus Safety. To register your vehicle (including motorcycles/mopeds) you will need to know the vehicle make, model, color, year and license plate number. Registration can be done online by going to **CUWAA.AimsParking.com** OR done within the portal. For the portal, click on the “Campus Life” tab. Under Campus Safety, look for the Parking/Shuttle section, click “Register Your Vehicle”, complete the required information, and select the “Request Permit” button.

After registering your vehicle, the parking permit needs to be picked up at the Campus Safety office.

Resident students are limited to having one vehicle on campus due to the limited number of parking spaces. All cars and two wheeled vehicles must be registered as soon as the vehicle is brought to campus. Vehicles not properly registered may be ticketed. If a student receives an excessive number of tickets, it is considered a Code of Conduct violation and the vehicle may be towed at the owner’s expense.

Students or employees who no longer have a vehicle must notify Campus Safety to update their registration records.

PARKING PERMITS

A student bringing a vehicle on campus must obtain either a Resident Parking Permit or a Commuter Parking Permit. Employees must obtain an Employee Parking Permit.

Resident Parking Permit

A resident parking permit is only available to students who reside in Concordia University housing. A resident student bringing a vehicle on campus must obtain a resident parking permit.

Residents are required to park in lots A, B, F, or G. Residents may not park in lots C, D, E, or H.

Commuter Parking Permit

A commuter parking permit is only available to students who commute to Concordia University. A commuter student bringing a vehicle on campus must obtain a commuter parking permit.

Commuter parking permit holders on main campus are required to park in lots B, C, D, E (Commuter section only), F or H (stadium lot). Commuters may not park in lots A or G.

Resident or Commuter Parking Permit Fee- \$100.00 per semester. For the 2024-25 academic year, the parking permit fee must be paid by the beginning of each semester. For students who bring a vehicle to campus after the semester begins, this fee is prorated based on the below schedule. This schedule also applies to refunds if the student withdraws.

- The fall semester parking permit fee will be reduced by 50% on 10/28/2024
- The spring semester parking permit fee will be reduced by 50% on 03/2/2025

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Employee Parking Permit

An employee parking permit is available to CUAAs employees, volunteers, and Sodexo employees. Employees are able to register up to three vehicles. Employee hang tag permits can be moved between registered vehicles as needed, or the employee may request a separate hang tag permit for each vehicle. There is no fee for an employee parking permit.

Display of Parking Sticker/Placard

When a vehicle is registered, all faculty/staff personnel and all traditional students will receive a parking sticker or hang tag. After receiving the parking sticker or hang tag, it must be immediately placed in the vehicle. Student parking permits must be affixed to the outside of the glass on the driver's side of the vehicle's rearmost window. The rearmost window is the window above a trunk or within the lift gate/hatchback of a vehicle. Employee parking permits hang from the rearview mirror with the University logo and permit number facing outward.

Temporary or Guest Vehicle Registration

The need for a temporary parking permit typically falls into one of three categories:

- 1) The student has a parking permit but needs to use a temporary vehicle.
 - a. The student may obtain a free temporary parking permit by logging into CUWAA.Aimsparking.com. After entering the information, the student must print off the temporary parking permit and display it according to the instructions on the printed-out parking permit.
- 2) The student doesn't have a parking permit but needs to temporarily bring a vehicle onto campus.
 - a. The student may obtain a temporary parking permit at \$10 for up to a week by logging into CUWAA.Aimsparking.com. After entering the information, the student must print off the temporary parking permit and display it according to the instructions on the printed-out parking permit.
- 3) Overnight guest of a student
 - a. The student must accompany their guest to the campus safety office to obtain a free temporary parking permit. This should be done when registering the overnight guest (3 night/month limit). The year, make, model, color, and license plate number of the guest's car must be given to Campus Safety, as well as where and how to contact the guest if the need should arise. The vehicle owner will be given a temporary tag that will be placed in the car and visible any time the car is on campus.
 - b. The Concordia University student hosting the guest is responsible for any fines incurred by the guest.

Students having a situation different from any of the above-described circumstances need to contact the campus safety office.

BICYCLE REGISTRATION

Bicycles should be registered by following the same procedure as for vehicles. When registering a bicycle, enter the serial number in the license plate field. After completing the online bicycle registration, the bicycle permit must be picked up at the Campus Safety Office and affixed to the bike frame. There is no fee for bicycle registration. All bicycles must be removed from the campus within seven (7) days after the spring commencement ceremony unless a CUAAs issued bicycle permit is affixed to the frame of the bicycle and the bicycle owner has a valid extended housing contract executed through the Residence Life Office. Campus Safety reserves the right to secure a bicycle to a bicycle rack until the bicycle is registered. Bicycles on campus that are not in a bicycle rack will be deemed to be abandoned and will be disposed of after 30 days unless registered by the bicycle owner.

PARKING AREAS:

CUAAs parking lots are lettered A through H. Each parking lot is designated with a sign. Lot A is on the west side adjacent to the west side resident halls. The lettering continues clockwise concluding with lot G on the east side adjacent to the east resident halls. Lot H is the parking lot located on the north side of Geddes Rd, adjacent to the football stadium

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Employees:

Employees are required to park in lot H, located at the football stadium, during the academic year on academic days between 7am and 5pm and at other days/times as directed. Employees needing a special exemption can request one through Campus Safety or the Office of the President.

West Side Residents:

Residents of the West side are required to park in lot A. If lot A is full, parking is allowed in lot B or F.

East Side Residents:

East side residents must use lot G. If lot G is full, lot F or B may be used as overflow.

Commuter Students:

Commuters must park in lots C, D, F, and the western section of lot E (as signed). In the event these lots are full, overflow parking will be in lot B or at the Stadium (lot H). [Residential students are not authorized to park in lots C, D, E, and H.]

Visitor Parking:

Parking spaces for daily visitors are in the eastern half of Lot E (north of the Science Building) and in the Circle Drive near the flagpole. These spaces are reserved for Visitors Only.

North Building Parking

Students parking at the North building must assure their vehicle is registered and properly displays a valid parking permit.

RESTRICTED PARKING AREAS

The following areas are designated NO PARKING and/or NO DRIVING areas:

- All campus fire lanes (including the circle drive).
- Any parking space labeled as restricted (East Side-between Titus and Luke. West Side-North of Miriam, West of Ruth.).
- Handicap spaces (without proper permit).
- Loading docks and loading driveways-Cafeteria and Kreft Center.
- West access drives to gym. These areas are loading and unloading zones only.
- Any grass area or sidewalk without proper authorization.
- East side guest houses without proper authorization.
- Any area not specifically marked for vehicle parking, without authorization.
- Any area where driving is restricted by removable poles, chains, or safety equipment (cones, barricades, etc.).
 - East Side Drive (Chain access to dorms).
 - West Side Drives (Chain access to dorms.)
 - Access drives to the athletic fields (All).
- No parking at any time in the small, enclosed area on the east side of the Manor. The marked spaces in that area are reserved for administrators working or meeting in the Manor.

HANDICAP AREAS

Any vehicle parked in a handicap space must have a current state authorized handicap permit (either a visible hang tag or a license plate), which was issued to the person who parked the vehicle in the space or was an occupant when the vehicle was parked in the space. This will be strictly enforced by Campus Safety and the Ann Arbor Police Department. Vehicles found in these spaces without proper identification may be ticketed and impounded at the owner's expense without warning. Handicap/disabled parking permits are issued by the Secretary of State Office. Campus Safety does not issue temporary handicap/disabled parking permits.

Handicapped spaces are located at the following locations:

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- **Main Entrance:** Circle drive by the Science Building (2 Spaces).
- **Lot A:** north of Miriam Res Hall (1 Space) and West of Ruth Res Hall (1 Space).
- **Lot C:** in front of the Fieldhouse (2 Spaces)
- **Lot E:** between the Manor and the circle drive (3 spaces).
- **Lot G:** in main parking lot, in front of Silas (4 Spaces).
- **Lot H:** adjacent to the stadium (10 Spaces).
- **North building:** lot south of main entrance (4 spaces) and lot on north side of building (4 spaces).

FIRE LANES

Fire lanes on campus are designated by a painted yellow curb and/or appropriate signage. The Department of Campus Safety has a no tolerance policy regarding these restricted areas. Vehicles found parked in fire lanes without prior authorization from a Campus Safety officer will be ticketed. Students, Faculty, or Staff members may not park in these restricted areas for any reason, including “drop off / pickup”, unless previously authorized by a Campus Safety officer.

TRAFFIC REGULATIONS

All applicable motor vehicle laws of the State of Michigan and University policies are in effect on University property. In the case of parking tickets, it shall be assumed that the person that registered the vehicle was the driver of the vehicle at the time of the violation and will be held responsible for any fines. Campus hosts will also be held accountable for violations committed by their guests. It is the responsibility of campus hosts to make their visitors aware of all campus rules and regulations.

CUAA Violations	Fine	
Fail to Register Vehicle	\$50	Failure to complete the vehicle registration process.
15 Minute Parking Violation	\$30	Parking more than 15 minutes in any designated 15 Minute Parking space.
Fail to Obey Stop Sign	\$30	Failure to come to a complete stop at a stop sign.
Fail to Properly Display Permit	\$30	Failure to display the campus parking permit in the proper manner or location on the vehicle.
Guest/Visitor Parking Violation	\$30	Parking in a designated Guest or Visitor parking space by a CUAA student or employee.
Handicap Parking Violation	\$75	Parking in a handicap space contrary to Michigan Compiled Law 257.675
Impede/Obstruct Traffic	\$30	Parking in a manner that impedes or obstructs the free flow of other vehicular or pedestrian traffic.
No Parking Zone Violation	\$30	Parking in area designated No Parking by sign or pavement/curb markings, includes areas temporarily closed by Campus Safety.
Parked in Fire Lane	\$30	Parked in any area designated by sign or pavement/curb markings as a Fire Lane.
Parked Outside Parallel Lines	\$30	Parking that occupies more than one parking space or straddles a painted parking stall line.
Overnight Parking Violation	\$30	Parking in a campus parking lot in which overnight parking is prohibited.
Drive/Park on Grass or Walkway	\$50	The operation of; or parking of; any motor vehicle on the grass or a campus walkway is prohibited.
Unauthorized Parking	\$30	Parking in location not authorized to park in. (i.e., resident sticker parked in commuter lot)
Reckless Operation of a Motor	\$50	Driving in a willful or wanton disregard for the safety of persons or property.

**Depending upon the circumstances, the vehicle may be towed immediately*

CAMPUS SPEED LIMIT

The speed limit throughout campus is 15 mph.

INOPERABLE VEHICLES

Vehicles determined to not be in operable condition, must be removed off campus within three days or they may be towed at the owner’s expense.

VEHICLE TOWING POLICY

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Concordia University reserves the right to tow any vehicle from the University property for the following violations:

- Parked in an area designated as a fire lane.
- Parked blocking access to a trash dumpster or loading dock.
- Parked in a “No Parking” zone or handicap space without proper permit.
- A vehicle determined to be abandoned, a hazard or an obstruction,
- A vehicle in violation of any campus policy or that has an excessive amount of tickets
- Any vehicle not removed from a parking lot that has been closed for a special event or for snow removal.

The vehicle owner will be responsible for all costs associated with the towing and storage of their vehicle. Concordia University is not responsible for damages caused by towing and will not provide or arrange for transportation to the towing facility to recover a vehicle after it has been towed off campus.

PAYMENT OF FINES/LATE FEE

Citations need to be paid online at CUWAA.AimsParking.com. Citations not paid within 14 calendar days will be assessed an additional \$20 late fee. Students with unpaid tickets may be unable to receive grades, transcripts, or add/drop a class until all fines are paid.

HABITUAL OFFENDER

Habitual offender is defined as an individual who receives three or more parking citations in an academic year (July 1-June 30). After the third parking citation is issued within an academic year, students will be referred to the Dean of Students Office. Employees who habitually violate the campus parking rules will be referred to the Human Resources Office. Referrals to the appropriate office will be made following each subsequent violation. Additional Habitual Offender penalties are as follows:

- Citations 3 and 4 - \$20.00 Habitual Offender surcharge will be automatically assessed.
- Citation 5 - \$20.00 Habitual Offender surcharge will be automatically assessed and tow warning sticker may be affixed to the driver side window of the vehicle advising the owner it will be towed if cited again.
- Citations 6 through 9 - \$50.00 Habitual Offender surcharge will automatically be assessed and vehicle will be towed off campus at owner’s expense.
- Citation 10 and all subsequent citations - \$100.00 Habitual Offender surcharge will automatically be assessed and the vehicle will be towed off campus at the owner’s expense.

For purposes of the Habitual Offender Towing Policy, citations that have been dismissed upon appeal or voided are not counted.

When the owner of the vehicle is a known student or employee, they will be notified via email that their vehicle has been towed off campus. The vehicle owner will be responsible for all costs associated with the towing and storage of their vehicle. Concordia University is not responsible for damages caused by towing and will not provide or arrange for transportation to the towing facility to recover a vehicle after it has been towed off campus.

VEHICLE IMPOUNDS

Vehicles that are not registered, vehicles that have an excessive number of unpaid fines, and vehicles improperly parked in a manner that impedes or obstructs traffic may be impounded by Campus Safety. All impounded vehicles will be towed and stored by Brewer’s Towing Company located at 1763 Plymouth Road in Ann Arbor (734) 665-8888. Brewer’s charges a (large) fee to release impounded vehicles. In addition, impounded vehicles may not be released if there are unpaid vehicle violations owed to Concordia University. Vehicle owners may need a signed receipt from the Registrar’s office or from a Campus Safety officer stating that it is okay to release the vehicle.

LOSS OF PARKING PRIVILEGES

Parking privileges may be lost for an excessive number of fines, failure to register a vehicle, or operating any

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vehicle in a careless or negligent manner. The Department of Campus Safety and Concordia University reserves the right to revoke parking privileges due to any of the reasons stated above or for other justifiable causes.

CITATION APPEALS

Citations may be appealed within seven (7) calendar days after issuance of the ticket. After the 7- day period, citations will be charged as recorded without the option for appeal. Appeals must be submitted electronically. Appeals are reviewed by either the Director or Assistant Director of Campus Safety. Parking appeal decisions are final.

The following is a partial list of invalid reasons for appeal. If any of the reasons listed below are why you are appealing a ticket, the appeal will be denied.

- **Personal convenience.** Personal convenience is NOT a valid reason for violating the rules.
- **How long you were parked in violation.** Officers will issue a citation to any vehicle parked in violation of regulations. Parking restrictions are enforced regardless of the duration of violation.
- **Your need to get to class/work/an appointment on time:** It may require some time to locate a parking spot on campus. It is suggested that drivers plan their schedules so that there is enough time to find and park in a legal spot.
- **Lack of a parking spot near your destination:** Parking spots are limited and the campus parking permit system does not guarantee a space in a specific lot. Drivers must be in a legal spot in a lot valid for their issued permit.
- **Did not see the sign or line markings:** It is the driver's responsibility to know the parking regulations and to note and comply with all posted signage, notices, and line markings.
- **Ignorance of parking rules:** Parking regulations are clearly published online and students receive a copy of them when registering their vehicles. It is the driver's responsibility to know the parking regulations and to note and comply with all posted signage, notices, and line markings.
- **A vehicle malfunction:** Drivers who experience a vehicle malfunction and cannot move their vehicle should make arrangements with a service station to either repair or tow their vehicle. If you experience a vehicle malfunction, Campus Safety may grant short term parking permission if notified of the malfunction immediately upon your discovery of it **and** prior to a parking citation being issued.
- **Medical Conditions:** Only valid state-issued special permits or plates are recognized for handicap parking purposes.
- **Different Vehicle:** Notify the Campus Safety Office prior to parking a different vehicle on campus. Students, Faculty or Staff must obtain a parking permit for a vehicle they are driving to campus.
- **Personal Safety Concerns:** Campus Safety Officers are available for an escort if you have safety concerns about walking to your destination.

In consideration of your appeal, the Director or Assistant Director of Campus Safety may review the original citation, Campus Safety daily log records, OneCard access records, video from interior and/or exterior cameras or any other resource to substantiate your appeal statement. **Students who intentionally provide false information in a parking citation appeal will be referred to the Dean of Students office for violating the Code of Student Conduct and the citation appeal will be denied.**

CITATION APPEAL RESOLUTION/DISPOSITION

Appeal denied – The appeal statement by the offender has been reviewed and it has been determined that the specified violation of the parking rules did in fact or is more likely than not to have occurred. The original citation remains unchanged and is charged to the offender's university account.

Appeal granted – The appeal statement has been reviewed and determined that a violation of the parking rules did not or is more likely than not to have not occurred. The citation is dismissed with no fine assessed to the offender; however, the citation may remain on the offender's contact history.

Citation Amended – The appeal statement has been reviewed and it has been determined that while a violation of the parking rules did occur, another violation is more appropriate given the circumstances stated in the appeal. This may result in a reduction of the fine, which is charged to the offender's university account. The violation shall not be amended to a different violation with a greater fine, even if more appropriate given the circumstances or appeal statement.

OTHER DEPARTMENT TICKETS

Campus Safety does not have exclusive jurisdiction in parking matters on campus. Parking violations may also be



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written by area Police and Fire agencies. These tickets will have a different schedule of fines and would need to be appealed to the issuing agency if desired.

RULES & REGULATION CHANGES

Concordia University reserves the right to modify or change parking rules and regulations or void parking permits as deemed necessary.

Notification of changes made to CUAA Vehicle Rules and Regulations during the school year, will occur through CUAA E-mail.

****These regulations here stated will supersede all those previously stated or printed in any mailer, handbook, or other like document****

Concordia University is not responsible for accidents or damage to a vehicle on campus grounds, theft of/from any vehicle, or for any damage caused as the result of vehicle impounded.