

PARKING ON THE CUAAC CAMPUS

The vehicle rules and regulations are for students, visitors, faculty, and staff on the Concordia campus. The following rules and regulations 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 Director of Campus Safety at Ext.7507 or (734) 995-7507 or the Assistant Director of Campus Safety at Ext. 7502 or (734) 995-7502.

REGISTRATION

Eligibility and Vehicle Registration

All students, faculty, and staff personnel are eligible to maintain a motor vehicle on campus. To register your vehicle you will need to know the vehicle make, model, color, year and license plate number. The owner or user of the vehicle must register their vehicle with Campus Safety. This can be done online or at the Campus Safety office located in the Student Services Building. 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 amount of tickets the vehicle may be towed at the owner's expense.

Student Registration Fees (per academic year):

Passenger Vehicle	\$150.00
2 Wheeled Vehicle (Moped, Motorcycle)	\$150.00

Display of Parking Sticker

When a vehicle is registered, all faculty/staff personnel and all traditional students will receive a parking sticker. After receiving the parking sticker, it must be immediately placed in the vehicle. The parking sticker must be affixed at the designated location as specified by Campus Safety.

Guest/Temporary Vehicle Registration

Should a student have the use of a borrowed car, or if an overnight guest has a car on campus, they must register it by contacting Campus Safety in person. The year, make, model, color, and license plate number of the car should 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. This temporary registration is free and is available at the Campus Safety Office. Employees, students, and their guests may obtain a one temporary tag for up to two weeks. If a car will be on campus for longer than two weeks, it must be permanently registered (Normal Fees Apply). Hosts are to remind their guests that all rules and university policies apply. Overnight guests **MUST** park in the **LOT G (East Side Lot)**, or the **LOT B (West Side Gravel Lot) or designated overflow lots if there are no spaces available.** Failure to comply may result in a fine and/or towing at the owner's expense.

DESIGNATED PARKING AREAS:

CUAA 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

Employees:

Employees are required to park in lot H, located at the football stadium. 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. In the event that lot A is full, parking is allowed in lot B.

East Side Residents:

The entrance for the East side of campus is located to the east of Earhart Road and to the west of US 23. 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).

Visitor Parking:

Parking spaces for daily visitors are located north of the Science Building facing Geddes Road (eastern half of Lot E) and in the Circle Drive near the flagpole. These spaces are reserved for Visitors Only. Visitor parking is enforced Monday through Friday 8:00am - 5:00pm.

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). 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 prior warning.

Handicapped spaces are located at the following areas:

- **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 Bldg:** lot south of main entrance (4 spaces) and lot on north side of bldg (4 spaces).

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).

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- 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 two marked spaces in that area are reserved for administrators working or meeting in the Manor.

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.

Violations	<u>Fine</u>
• Park in prohibited area*	\$ 25.00
• Park in fire lane*	30.00
• Driving/parking on walkways or	30.00
• Failure to register vehicle*	40.00
• Improper/no permit display	25.00
• Parking in a Handicap Zone*	75.00
• Impede or Obstruct traffic*	25.00
• Reckless operation of a motor	50.00
• ALL OTHER VIOLATIONS	25.0

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

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

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.
- Parked blocking access to the loading dock.
- Parked in a handicap space without proper permit.
- Parked in a posted "No Parking" zone.

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- 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 snow removal.

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.

Payment of Fines

Tickets will be placed on their Student Account. Students with unpaid tickets may be unable to receive grades, transcripts, or add/drop a class until all fines are paid.

Vehicle Impounds

Vehicles that are not registered, vehicles that have an excessive amount 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 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.

Violation Appeals

Citations may be appealed within fourteen (14) days after receipt of the ticket. After the 14 day period, they will be charged as recorded without the option for appeal.

A letter of appeal/explanation must be written and left at Campus Safety within 14 days of the violation. This letter should include the ticket number, name, student ID number, and telephone number of the violator, and an explanation of the violation.

When a ticket is appealed, the following process is used by the Department of Campus Safety to determine the result of the appeal:

1. The letter or online submission will be reviewed by the Assistant Director of Campus Safety, who will provide a response within 10 business days.

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2. If unsatisfied with the outcome of the appeal, the violator may re-appeal to the Director of Campus Safety by calling (734) 995-7507 or sending an E-mail to the director. The director will review the original letter of appeal and the Assistant Directors recommendation and will reply to the appeal. The director may contact the violator to discuss the matter and will set up an appointment if desired. The violator will be notified of the decision within 10 business days of their second appeal either in person, by telephone, or in writing. Please note that the Director of Campus Safety is not bound by the decision of the initial appeal. After the Director of Campus Safety has made a decision regarding the second appeal, the ticket may not be appealed to any other member of the University Faculty or Staff.

OTHER DEPARTMENT TICKETS

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

DEPARTMENT POLICY CHANGES

Concordia University reserves the right to modify or change parking rules and regulations or void parking permits as deemed necessary. If your vehicle is found in violation of any of these rules and regulations, it may be ticketed and towed at your expense including applicable storage fees.

In the event the Department of Campus Safety makes changes to Vehicle Rules and Regulations during the school year, Students, Faculty, and Staff will all be notified 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 the theft of/from any vehicle or for any damage caused as the result of vehicle that is impounded.