



**DONNELLY
COLLEGE**
EST. 1949

Parking Policy

Approved Date:

Approved by: Administrative Council
Responsible Official: Securities and Facilities Manager

Policy

The purpose of this policy is to outline the rules and regulations for the use of motor vehicles on the Donnelly College campus. These rules and regulations are designed for the safety, welfare and health of students, employees and visitors and for the protection and maintenance of college property. Cooperation and compliance with these rules and regulations by all members of this community is essential. Failure to comply may result in a suspension/revocation of parking privileges on campus.

Parking Permits

Donnelly College is a private College; therefore, the parking lots and other areas of the College are private property. The operation and/or parking of any motor vehicle on campus is a privilege, not a right. Parking permits are free and may be obtained by filling out the form on the website and picking up your permit from the front desk receptionist. The parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space, only a designated area. A vehicle parked in any unauthorized area is in violation of the regulations.

Owner's Responsibilities

It is the responsibility of the owner to take precautions against vehicle damage and theft. Donnelly College assumes no responsibility or liability for any vehicle parked on or near college property. The owner should always lock the vehicle and refrain from leaving valuables in plain sight (inside the vehicle).

Student Permits

All permits must be displayed in the rear-view window. If your permit is damaged, please obtain a replacement permit, free of charge, from the front desk receptionist. It is not acceptable to place your permit in any other location other than on the rear-view window, driver's side. Students will be issued a **red parking permit** and may park in designated areas while on campus.

Faculty and Staff Permits

Faculty/staff hang tags are issued at the time of employment and remain valid throughout employment.

Handicap Parking

Handicap parking permits are required by staff/students using a distinguishing license plate” or a “distinguishing removable hangtag” issued by their state Division of Motor Vehicles that displays the International Symbol of Access.

Handicap parking is provided in accordance with State law and the American Disabilities Act. Signs are posted to mark handicap parking spaces.

Vehicles utilizing handicap-parking spaces on campus are required to submit a documented medical exemption naming the student/staff as the recipient of the handicapped parking space.

Visitor Parking Passes

The Visitor Parking lot is accessible from Barnett St. and is clearly marked with placard signage. Visitors coming to campus for an appointment will be emailed a visitor pass to display in their windshield for their duration on campus.

Medical Exceptions

Staff or students may request a written exception for preferential parking on campus due to a medical condition. All exceptions must be made in writing to the Dean of the College.

Available Parking

The campus parking deck (corner of Barnett and 20th St.) is free to all students/staff, and the safest place to park while on campus. Students/staff may park in any available parking space on campus, **except:**

- Areas designated as “**No Parking**” areas.
- Areas designated as **Reserved**.
- Spaces reserved for **Visitors Only**.

- Spaces designated as **Handicapped Parking** (unless the vehicle has the proper authorization to park in those spaces).
- Spaces designated for specific employees, and
- Fire lanes.

Authorizing signage is posted in each parking lot. Per signage, the lots are designated from 7:00am to 5:00pm, Monday through Friday. After 5:00pm, the lots are open parking.

Enforcement

Students and staff are required to obtain a parking permit. Parking permits must be properly displayed on their vehicle. Parking on campus without a permit may result in the vehicle being towed at the owner's expense. In accordance with the Donnelly College Parking regulations, a vehicle may be towed for having **one violation** of any campus parking regulation.

Common excuses will not result in the violation notice being dismissed or reviewed. Here is a list of common excuses:

1. Short Errand - No errand, no matter how short or important to the driver, besides a medical emergency is an acceptable excuse for illegal parking.
2. Late for Personal Business or Appointment - Being late means that time was not budgeted correctly and is not an adequate excuse for illegal parking.
3. No Place Else to Park - It is every driver's responsibility to find a parking space in the appropriate area.
4. I Didn't See the Sign - All drivers are responsible for looking for traffic signs, reading the traffic signs and abiding by the traffic signs on campus. This may mean that an entire check of the lot may be necessary.
5. Only A Part of My Car Was Illegally Parked - If part of a vehicle extends into a restricted area, the violation will be the same as if the vehicle was encroached.
6. I Left ... I Left - I left my hazard lights on, I left a note on my dashboard, etc. The presence of a passenger, a note, or blinking lights doesn't constitute a valid reason to dismiss a parking violation notice.

7. It Was Only A Few Minutes - This explanation is one of the most common; even if true, parking in prohibited areas is illegal.

8. Nobody Else Got Towed or Ticketed - Sometimes this excuse is raised as discriminatory enforcement. The enforcer may have had to leave the area before checking all the vehicles; however, a parking notice stands on its own.

9. Someone Else Had My Car - The registered owner has joint responsibility with whoever was driving the vehicle, unless it can be proven that the vehicle was driven without permission.

10. Official Saw Me Park and Didn't Say Anything or Said It Was Okay - No employee, generally speaking, has the authority to give permission to break the law, rules, and/or regulations.

11. This Violation Has Not Been Enforced in The Past - Inadequate staffing or other priorities may give rise to parking violations not being enforced continually; yet, this is still not a valid excuse for illegal parking.

12. I've Done It for Years or Everybody Else Does It - Nobody should be rewarded for getting past or around the legal system.

13. My car was wrecked, fixed, and the decal removed.