John Fields, Jr.
Chief of Police

Dr. Everette Freeman
President, ASU

UNIVERSITY SYSTEM OF GEORGIA

POLICE DEPARTMENT

Parking Service Division

2012-2013 Academic Year

Parking Guide

Faculty/Staff, Students and Visitors

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Mission Statement and General Information

The mission of the ASU Parking Service Division is to provide safe, on-campus services, to enforce the parking policies listed in this guide, and to coordinate parking with contract development projects throughout the campus.

The authority for administrating and enforcing traffic and parking regulations at Albany State University rests with the ASU Police Department. ASU Police Officers are state-certified with full arrest powers and operates 24-hours per day, 365 days per year. The Chief of Police reserves the authority to make changes as needed in parking areas, traffic flow and other areas as related to traffic conditions.

The purpose of these regulations is to facilitate safety, maintain orderly conduct of the University's business, and to provide parking facilities in support of these functions within the limits of available spaces. These regulations are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. These rules and regulations apply to all vehicles which are self-propelled.

The owner/driver is responsible for the safe operation and proper parking of the vehicle regardless of whom the operator may be. ASU shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on University property. All persons operating a vehicle on ASU property must have a valid State driver's license and present proof of auto insurance upon request at all times. ASU identification must be presented when requested by ASU Police Officer or enforcement personnel. Students are requested to keep their ASU identification card with them at all times. ASU Police require students residing on campus to show ASU identification before entering campus after 10:30 p.m. All visitors of residential students need permission from the residing student prior to arrival on campus.

Any vehicle involved in a traffic accident on campus must report the incident to ASU Police before moving the vehicle.

Pedestrians have the right-of-way at all times on campus, except where traffic is regulated by mechanical devices.

Any questions concerning parking regulations, call ASU Police Department at (229) 430-4711.

How to Register a Vehicle For On-Campus Use

All motorized vehicles parked at any time on campus by students, employees and visitors must be properly registered and must display the proper parking permit. Only motor vehicle operators who have a valid driver's license and proper motor vehicle insurance may operate a vehicle on the ASU campus. It is the responsibility of the vehicle operator to purchase a new decal each academic year. In the event there is a change of status from student to staff during the year, the decal must reflect the status of the vehicle operator. Each motor vehicle must be registered no later than the first week of classes of the initial semester.

Motor vehicles may be registered at any time utilizing the BOSSCARS option located in Banner Web for students, faculty members and limited staff members. For staff members who do not have access to BOSSCARS, campus vehicle registration may be obtained by visiting the ASU Police Department to register the vehicle.

Procedures for Obtaining Academic Year 2012-2013 Parking Permits

Faculty/Staff and Students

1. From the ASU Web Page, click on Students or Faculty/Staff.
2. Click on BANNER.
3. Click LOGIN to Secure Area.
4. Enter RAM ID Number, Personal Identification Number, and click LOGIN.
5. Under the gray Personal Info tab, click ASUPD Services.
6. Click on Purchase a Parking Permit.
7. Click the desired permit type (see the "Classes and Assignment of Parking Permits" Section for further details).
    a. **Students $15**
    b. **Faculty/Staff $25**
    c. **Faculty/Staff Reserved $60**
    d. **Annual Visitor $12**
        - **(Annual Visitor fee must be paid in cash at the ASUPD)**
8. Click on desired vehicle to register or if the vehicle is not in the system, enter all of the vehicle's information and click ADD a Vehicle:
    a. **If driving the same vehicle(s) currently registered in BOSSCARS;** select the desired vehicle from the previously registered vehicle list, and click the Submit button. If the vehicle is not on the list, click Add a Vehicle and input the vehicle information before clicking the Submit button.
    b. **If registering a vehicle for the first time in BOSSCARS;** input vehicle information and click Submit to save the new permit information.

9. Click on Purchase a Parking Permit.
    a. For electronic payments with a debit or credit card, return to Parking Home then click the Online Payment option. Input the information, click Submit and Print the confirmation page. If payment by debit or credit card is the option, follow the online instructions or pay at the ASU Business Office Cashier's Window.
    b. For cash or check payments, go to the ASU Business Office Cashier's Window in the ACAD Building on the 2nd Floor to obtain a receipt of payment. If payment by cash or check is the option, the Business Office Cashier's Window normal business hours are Monday-Friday from 9:00 am to 4:00 pm.
    c. After the charge is accepted, an informational screen is displayed. Print this page; this is proof of vehicle registration in BOSSCARS, **not** a permit to be displayed on the vehicle.
10. On Monday to Friday between the hours of 8:00 a.m. to 5:00 p.m., bring the electronic payment confirmation printout or paid receipt from the ASU Business Office, along with the State Vehicle Registration and the BOSSCARS printout to ASUPD to receive the vehicle's current year decal.
11. ***Placement of the Decal***: All vehicles authorized to park on campus must have the decal permanently displayed inside the motor vehicle affixed to the front driver's side lower corner of the windshield.

Parking permits are non-refundable. Permits purchased at the beginning of the academic year (August) are valid for the entire academic year. The fees for parking permits are not prorated.

Class and Assignment of Parking Permits

(YELLOW) RESERVED VP $60.00

The Reserved Parking Permit is yellow in color and $60 per academic year for Faculty/Staff employees only. Reserved Parking Permits are issued by the Chief of Police for Albany State University. Reserved Parking Permits must be requested by completing the "Request for Reserved Parking Permit" Form and e-mailed to the Chief of Police. If approved, the recipient will be notified of eligibility and must bring documentation approving the request to the ASU Police Department for purchase. Employees issued this permit may utilize only parking spaces that are yellow in color with the decal number assigned to the staff member. Reserved parking permits do not allow the operator to park in other parking zones, disabled spaces (unless displaying the proper State permit), fire lanes, visitor spaces, tow zones, service vehicle spaces or specifically designated reserve space for other employees..

(GREEN) FS = FACULTY/STAFF $25.00

The Faculty/Staff Permit is green in color and $25 per academic year. Vehicle operators who are current ASU employees may utilize any spaces designated as Faculty/Staff painted green and/or unmarked. Green permits do not allow the operator to park in disabled spaces (unless displaying the proper State of Georgia permit), fire lanes, visitor spaces, tow zones, service vehicle spaces and specifically designated reserved spaces. Students who are currently enrolled at ASU and are employed by ASU in a work-study or other work-related designated capacity **ARE NOT PERMITTED** to purchase or utilize Faculty/Staff parking permits. Students who are family members of ASU employees ARE NOT permitted to obtain or park in Faculty/Staff parking.

(BROWN) RS=RESIDENTIAL STUDENTS $15.00

The Residential Student Parking Permit is brown in color and $15 per academic year for each vehicle. At this time, there is no limit to the number of vehicles a residential student may have on campus, but this policy is subject to change due to the decrease in available parking. Vehicle operators who live on the ASU campus in assigned dorms are authorized to receive a Residential Student parking permit and may utilize any parking space that is brown in color. Due to the limited amount of parking spaces on the ASU Campus, Residential Students are no longer permitted to drive their vehicles about the campus to attend classes. Once Residential Students obtain their dorm assignments, a residential parking area will be assigned and is indicated by the posted signs and/or brown color curb. Residential Student parking permits do not allow the operator to park in disabled spaces (unless displaying the proper state permit), fire lanes, reserved or staff spaces, commuter spaces, visitor spaces, tow zones, service vehicle spaces and specifically designated reserve spaces.

(ORANGE) CS=COMMUTER STUDENT / ONLINE STUDENT $15.00

The Commuter Student and On-Line Student parking permit is orange in color and $15 per academic year for each vehicle. Students who qualify for Commuter Student parking are those students who attend ASU and must travel to campus to attend classes and do not live in ASU housing. Commuter Students may utilize unmarked parking spaces and those that are orange in color. Commuter Student parking permits do not allow the operator to park in Residential Student parking zones, disabled spaces (unless displaying the proper state permit), fire lanes, reserved or faculty/staff spaces, visitor spaces, tow zones, service vehicle spaces and specifically designated reserve spaces.

(WHITE) V=VISITOR PARKING PERMIT $12.00

All visiting operators parking on the ASU Campus will be required to obtain an ASU Visitor's Pass. Vehicle operators who are employees or students are not permitted to obtain visitor's permits. Visitor's **MUST** obtain a permit from the ASU Police Department before authorized to park on campus. A valid State driver's license will be required at the time a visitor permit is requested. Vehicle operators with visitor permits may park in visitor spaces and any available parking space, except reserved, faculty/staff, service vehicle spaces, tow zones, curbs and disabled spaces (unless the appropriate state permit is displayed). Daily visitor hang tags are free of charge. Annual Visitors' Parking Permit is $12.00 per academic year. For Weekend Parking, a $5 charge can be applied and must be approved by the ASU Chief of Police.

TEMPORARY PARKING PERMIT (HANG TAG)

A Temporary Parking Permit may be issued under the following circumstances:

(1) A temporary ASU employee, vendor, or contractor assigned temporary duties at 30-day intervals until the contract is completed. The vehicle operator must complete "Vehicle Registration Form" and provide a copy of the operator's valid State driver's license.
(2) A currently registered vehicle with a paid decal that is inoperable or under repair. This permit is limited for a 2-week period and may be renewed if the vehicle is inoperable for more than 2-weeks. After a total of 4 hang tags have been issued, the customer can purchase a replacement decal for $10.
(3) A rental vehicle operator with proper documentation can purchase a Temporary Hang Tag for a fee:
    a. $1.00 for 1 to 2 weeks
    b. $2.00 for 2 to 4 weeks.

Proper Display and Use of Parking Permits

All employees and students who will be parking a vehicle on campus must obtain and properly display an appropriate parking permit. A permit is required at all times. Any **non-registered** or **unidentified** vehicle with three or more unpaid parking citations will be "booted" and any **non-registered** or **unidentified** vehicle with five or more unpaid parking citations will be removed from campus at the owner's expense. Vehicles parked in the following areas will automatically be towed:

1. Vehicles parked in a space marked “Reserved Parking”
2. Vehicles parked in a handicapped space without the proper State of Georgia decal
3. Vehicles parked near fire hydrants or lanes
4. Vehicles parked in posted tow-away zones
5. Vehicles blocking driveways or obstructing the flow of traffic

Parking permits are not transferable, which means the permit cannot be loaned to another operator to use. Permits must be permanently affixed to the vehicle. Permits must not be falsified, forged or altered. The use of parking permits by operators other than the operator to whom the permit has been issued is prohibited, and a fine will be assessed.

Motorcycles will be issued a stick-on decal to be displayed on the front forks of the motorcycle.

Only current parking permits are to be displayed on motor vehicles. A vehicle with an expired permit will receive a citation.

Replacing a Lost or Stolen Parking Permit

In the event a faculty, staff or student parking permit is lost, stolen or damaged, it may be replaced by reporting the loss to ASU Police Department. The replacement fee is $10.00. Any vehicle with the reported lost, stolen, or damaged permit will be removed from campus for displaying an unauthorized permit. Also, a $250.00 citation will be issued for possession of a stolen permit. If the reported lost, stolen or destroyed permit is recovered, it must be returned to the ASU Police Department.

OPEN PARKING

ASU does not allow “Open Parking” at any portion of the ASU campus at any time, except during football games, Homecoming events or other special events approved by the ASU President. As a result, faculty, staff and students who fail to park in their assigned parking areas will be subject to fines, as well as a boot and/or tow. This includes nights, weekends, holidays and the summer semester.

HOW ASU ASSIGNS RESPONSIBILITY FOR PARKING VIOLATIONS & SANCTIONS

All vehicles and registered operators involved in parking violations may be issued citations. The registered owner/operator of the vehicle is responsible for all fines, late fees and administrative costs or the filing of appropriate appeals for the violation. The fines, penalties and other sanctions will be administered as follows:

- In the case of a vehicle registered with the ASU Police Department, fines and sanctions will be assessed against the operator in whose name the vehicle is registered.
- In the case of vehicles not registered, assessments will be made against the operator if it is determined that the operator at the time of the violation is associated with Albany State University, and in fact, should have registered the vehicle with the Albany State University Police Department.
- If a vehicle is not registered with the University and the operator is not associated with the University, fines will be assessed against the vehicle's owner as listed in the State Vehicle Registration records.
- Assessments will be made concerning unassigned/unidentified vehicles by tag number, permit number, vehicle identification number (VIN), home address, class schedule, enrollment status and also by relevant information associated with the vehicle through the university software system (Banner).

PARKING REGULATIONS

1. All ASU parking regulations apply to employees, students and visitors who are properly and legally registered with the ASU Police Department and the University. Vehicles that are unidentified (with no ASU permit, vehicle tag number or vehicle identification number) are subject to be towed at any time at the owner's expense.

2. All traffic violations are subject to the Traffic Codes of the City of Albany and the State of Georgia.

3. All motor vehicles must properly display a current parking permit to park on campus at all times. Any non-registered or unidentified vehicle with three or more unpaid parking citations for no permit will be "booted" and removed at the owner's expense ($20). Any registered vehicle with five or more unpaid parking citations will be removed from campus at the owner's expense, even if parked correctly.

4. Vehicles must be parked in spaces authorized for the respective operator. The responsibility for locating an authorized parking space rests with the operator of the vehicle. **Lack of a parking space will not be considered an excuse for violating any parking regulations. Lack of convenient or nearby parking spaces in relation to the student's classroom building, is not an excuse, or running late for class or appointment is not an excuse for parking illegally.**

5. An employee may never give permission to park in a reserved parking space without the approval of the Chief of Police.

6. Parking on lawns, landscaped areas, sidewalks, curbs or other areas not specifically designated by signs or curb markings as parking areas is a violation and the vehicle will be towed. The absence of a "NO PARKING" sign does not denote parking is permitted.

7. Visitor spaces are provided for persons not affiliated with the University. Faculty, staff and students may not utilize visitor spaces. Visitors are subject to the same rules and regulations as the campus community. Campus members are responsible for the actions of their visitors and should advise them of parking rules. Visitors must have a permit at all times which can be obtained from any police officer or ASU Police Department.

8. All motor vehicles will be parked on campus in such a manner as not to impede vehicle and/or pedestrian traffic or in a manner which creates a hazard.

9. Parking spaces designated for service vehicles are for use by ASU authorized vehicles and/or construction vehicles. Any other type of vehicle parked in a service vehicle space without the proper permit will be towed.

10. **"Yellow" curbs are designated as no parking zones.** No vehicles are allowed to park on yellow curbs or areas designated as Fire Lanes. (Lack of curb marking or signs does not designate these areas as parking areas.) A vehicle is eligible to be cited if any part of the vehicle is located on the yellow markings. Additionally, blue markings indicate accessible parking and routes for individuals with disabilities. Accessible parking is limited to individuals who meet eligibility by displaying a disabled parking permit or decal. Accessible routes are outlined by the use of blue lines. Vehicles are prohibited from blocking accessible routes to these areas.

11. Any motor vehicle operated on the ASU campus must yield to the directions of any ASU Police Officer or designee when directing traffic.

12. No motor vehicle may exceed the speed limit of 15 MPH on campus.

13. Areas designated as loading docks, loading areas and/or disabled ramps will not be obstructed by motor vehicles.

14. Recreational vehicles, motor homes, campers, etc. are not authorized to utilize more than one parking space on campus and may not be used as living or sleeping quarters while parked on campus (without the expressed permission of the ASU Chief of Police).

15. Visitors' parking spaces will be strictly enforced.

16. Vehicles that are illegally parked can be cited every two hours for the same offense.

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PARKING VIOLATIONS AND ASSOCIATED FINES

ASU Police Violations and Fines

Alteration/reproduction of decal/temporary permit	$250.00
Blocking Driveway	$50.00 and Tow
Blocking Fire Hydrant	$50.00 and Tow
Boot Removal Fee	$20.00
Double Parking	$45.00
Expired ASU Decal	$25.00
Falsifying Information for Vehicle Registration	$250.00
Fire Lane	$50.00 and Tow
Handicapped Areas	$250.00 and Tow
Improper Display of Decal	$25.00
Late Fees on Parking Citations	$10.00
Littering	$100.00
No ASU Decal/No Visitor's Pass	$25.00
No Parking Zone	$25.00
Parking in a Faculty/Staff Area	$50.00
Parking on Grass or Sidewalk	$35.00
Parking in Reserved Area	$50.00 and Tow
Parking in a Service Area	$50.00 and Tow
Parking in a Traffic Lane	$50.00 and Tow
Parking in Unauthorized Areas	$50.00 and Tow
Parking in Visitor's Parking	$25.00
Parking on a Yellow Curb	$35.00 and Tow
Possession of Stolen Permit	$250.00
Vehicle Not Parked within Space	$25.00
Vehicle not Registered	$25.00
Failure to Yield Right of Way	$25.00
Ran Stop Sign	$25.00
Speeding on Campus 5 mph above posted 15 mph	$25.00
Failure to Stop for Pedestrian	$15.00
Reckless Driving	$50.00

PAYMENT OF PARKING FINES

ASU Police citations may be paid at the Cashier's Window inside the Academic Building, Monday-Friday, 9 a.m. to 5 p.m. A copy of the parking citation along with the payment can be brought to the Business Office Cashier's Window. Payments can also be mailed to:

Business Office, Attn: Cashier (DO NOT SEND CASH):
Albany State University
504 College Drive
Albany GA 31705

Payment must be received no later than five business days from the date of the citation. If the fine is not paid or an appeal is not presented within this time frame, the citations will be considered delinquent and a late fee of $10.00 will be assessed. No further appeal will be permitted. **A "HOLD" will be placed on the violator's records when parking fines are accumulated.** Violators who fail to pay parking holds will not be permitted to register for classes or receive a transcript until the fine is paid.

Parking and traffic violations cited on a State of Georgia Traffic Citation by the ASU Police Department must be paid or appealed to the State Traffic Court of Dougherty County.

If you receive a citation and choose to appeal it to the ASU Police Department, you must take the following steps:

- All appeals must be completed online using the BOSSCARS module found within Banner Web. All appeals that are eligible will be designated with a circle to the left of each citation. The user checks the circle and indicates the reason for the appeal.
- In the event a person does not have access to Banner Web (faculty, staff or visitors), an appeal can be completed by visiting the ASU Police Department within five days from the date of the ticket. Appeals will not be honored if completed outside the five-day window.
- After the appeal is reviewed and a decision is made, the results can be obtained by:
  Students: Review on Banner Web.
  Faculty/Staff/Visitors: Will be contacted by ASU Rams e-mail (primary communication) or letter (secondary communication).
  ASU Police Department: A phone call to the vehicle operator may be made to report the results of the appeal decision.

Once a citation has been issued, it is the responsibility of the operator to keep a copy. Violators who receive excessive citations are subject to additional penalties, such as increased fines, vehicles towed and/or driving privileges will be revoked on campus.

BOOT AND TOW POLICY

The Boot/Tow program is intended as an enforcement remedy against staff, faculty and students who ignore parking tickets. The "Boot" is a mechanical device installed on a vehicle to prevent mobilization. *WARNING*: Do not attempt to remove the "Boot." Operator will be subject to additional sanctions and will be financially responsible for any damage to the "Boot." There is a minimum of **$400.00** for damaging a "Boot" regardless of the extent of the damage. Vehicles that are parked in tow-away zones will be towed **WITHOUT NOTICE**.

Any ASU PD officer may order the towing or immobilization of a vehicle for the following parking violations and possible revocation of parking privileges on campus:

- After receiving three parking violation summons
- Parking a vehicle in HANDICAPPED ZONE, WITHIN 15 FEET OF FIRE HYDRANT, FIRE LANE, CURBED AREA, LOADING ZONE or ASSIGNED/RESERVED SPACES (including the President's space)
- Parking in traveled portion of a roadway or in NO Parking/Tow Zone

To have the "Boot" removed, the owner/operator must pay the following:

- Pay $20.00 service fee, plus the parking fine, or have the parking fine(s) added as a **HOLD** on the student's account. The $20.00 "Boot Fee" must be paid to ASU PD before the "Boot" is removed. The driver/owner has up to 24 hours to resolve the "Boot" fine. After 24 hours if the owner/operator has not contacted ASU PD and made arrangements for release of the boot, the vehicle will be towed to avoid vandalism which will incur additional towing and storage costs to the driver/owner of the vehicle.

- Persons attempting the release of a vehicle that has been booted should report to ASU Police Department. Once boot fines have been paid, ASU PD will dispatch an officer to release the boot. If the vehicle was towed, the dispatcher will issue a Stored Vehicle Release Authorization Form, which the person will present to the towing company. The towing company will at that point release the vehicle after collecting their tow and storage fees. Towing and storage costs are paid directly to the tow company.

Color-Coded Parking Designation

All parking spaces located within the Albany State University campus are color coded to designate specific parking areas. The following details the color assignments on campus and associated violations for non-compliance.

Color	Description	Fines	Violation for Non-compliance
Yellow	Reserved Parking. Each individual assigned to reserved parking is designated a specific parking space. In the event the individual chooses to travel to other areas on campus, a green Faculty/Staff space must be utilized.	$50.00 + Tow	Parked in Reserved Parking Parked in an Unauthorized Area
Green	Faculty/Staff Parking. These areas are designated for faculty/staff employees only. Students who are employed by ASU in any capacity are not considered faculty/staff and are not entitled to receive decals or park in these areas.	$50.00	Parked in Faculty/Staff Parking Parked in an Unauthorized Area
Orange	Commuter and Residential Parking. These areas are designed for currently enrolled ASU students who either live on campus or drive to ASU each day.	$25.00	No ASU Decal/No Visitor's Pass Parked in an Unauthorized Area
Blue (ADA) Handicap	Handicap Parking. Individuals who have a permit which	$250.00 + Tow	

Yellow Curb Yellow Lines	No Parking. Areas along the ASU campus that are yellow indicate there is no parking at any time for any reason. Any reason includes but is not limited to: • Dropping off/picking up passengers. • Leaving vehicle to pick-up or drop-off any item from/to a building. • Visiting with friends. Parking at the yellow curb constitutes putting the vehicle in a motionless state (not traveling forward/backward) regardless of whether the engine is running for any amount of time that exceeds 5 seconds.	$50.00 + Tow $35.00 + Tow $25.00 $50.00 + Tow	Parked in an Unauthorized Area. Parked on the Yellow Curb No Parking Zone Parked in a Traffic Lane
White	Visitor Parking. Parking in visitor parking is reserved for those individuals who visit the ASU campus and are not currently enrolled ASU students, ASU Faculty or Staff. Individuals who seek to park in a visitor parking space must obtain a visitor's pass from the ASU Police Department.	$50.00 + Tow $25.00	Parked in an Unauthorized Area Parked in Visitor Parking

TIPS FOR QUICK, EFFICIENT PARKING AT ASU

- Arrive early enough to locate a parking space prior to classes and/or meetings.
- When registering for classes, allow enough time to walk from one class to another.
- Properly display the parking permit when parking on campus.
- A State approved Handicapped Parking Permit must be displayed to park in disabled spaces.
- When expecting visitors, a visitor parking permit must be obtained from ASU Police Department.
- Learn the locations of assigned parking areas on campus for a legal parking space.
- Vehicle windows should be up and doors locked when parking on campus. Try to leave valuables at home or conceal them in the vehicle.
- If a parking citation is issued, make the payment within five days from the day of the citation to avoid additional late fees.

CAMPUS CITIZENS: PLEASE BE AWARE THAT. . . .

- Operation of a motor vehicle on the Albany State University campus is a ***privilege*** granted by the University and may be revoked at any time if an operator fails to abide by these Parking Regulations.
- It is the responsibility of each operator of a motor vehicle on the Albany State University campus to know, understand and comply with all parking policies, procedures and regulations.
- While normal precautions will be taken to ensure safety, Albany State University assumes no responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on the ASU campus will be at the risk of the owner/operator of the vehicle.
- The Parking regulations are created and enforced under the authority of the **Official Code of Georgia, Section 20231**. Albany State University is authorized and reserves the right to regulate the use of all parking facilities for the exclusive use of designated groups and/or individuals participating in University-sponsored events.