Dear VSU Community:

Parking decals ensure the safety of those individuals on the Virginia State University campus and assist parking enforcement and law enforcement officers in knowing the vehicles that are permissible to be on campus. This assists the department in knowing who are VSU students, faculty/staff and contracted employees. Individuals who are visitors, vendors and contractors are required to have a hang tag from their vehicle that can be obtained from the Department of Police and Public Safety. It is important to know at all times the individuals or company representatives on our campus. This information assists in providing for the safety of all.

ALL faculty/staff/contracted employees are required to purchase a decal and have it affixed to their vehicle(s) in the proper location. This includes those individuals working in all properties which are owned, operated, leased or managed by Virginia State University.

ALL validated students are required to purchase a decal and have it affixed to their vehicle in the proper location. In using the term ALL students, this includes all graduate students, who attend classes on the campus of Virginia State University at any hour of the day.

The proper location of a valid decal is to be affixed to the outside lower corner of the driver side rear window. Taping the decal to any part of the vehicle is not permissible. Decals displayed improperly will constitute an improper display violation.

Be advised that students with a decal ARE allowed to park in faculty/staff parking after 5 p.m. until 7 a.m. each day. Any vehicle parked in a faculty/staff parking lot that belongs to a student MUST be removed by 7 a.m. After that time they will be subjected to ticketing and/or towing.

Parking will be enforced 24 hours per day by traffic enforcement and law enforcement officers and decals are for the period of September 1, 2015 to August 31, 2016 and parking is allowed only in the designated lots per the type of decal on the vehicle.

VSU Parking Committee
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VIRGINIA STATE UNIVERSITY

PARKING MANUAL

RULES AND REGULATIONS

I. STATEMENT OF POLICY

The motor vehicle rules and regulations have been developed by the University Parking Committee and are applicable to all individuals who operate motor vehicles on the campus of Virginia State University (VSU). For the purpose of these regulations, motor vehicles include all self-propelled vehicles, which may or may not require state licenses. All University roads and grounds come under the jurisdiction of procedures and regulations set forth in this policy. The Director of Police and Public Safety, VSU Police Officers and Parking Security Officers, as designated, are authorized to enforce these procedures and regulations in the interest of the safety of individuals and property. The operation of motor vehicles on the campus of Virginia State University is a privilege granted by the University. This privilege is extended to faculty, staff, students and authorized visitors to the campus. Failure to adhere to these regulations as well as the laws of the Commonwealth of Virginia may result in a warning or citation and the loss of parking privileges on the campus of Virginia State University.

The official motor vehicle rules and regulations of Virginia State University set forth in this document, supplement, but do not supersede, regulations established by the Division of Motor Vehicles of the Commonwealth of Virginia. These procedures and regulations supersede all previously published University parking procedures and regulations and shall remain in effect until revised or rescinded by the University Parking Committee. These procedures and regulations compliment, and may therefore refer to, other published University documents. All affected parties should carefully read this document and become familiar with its contents. Additional parking information is available to VSU students in the Student Handbook, issued by the Office of Student Activities. The Committee reserves the right to amend this document and publish any changes to these regulations that it deems are in the best interest of public safety and security, and in compliance with the rules.
and regulations mandated by the Commonwealth of Virginia and the Virginia State University Board of Visitors.

The parking program of the University operates as an Auxiliary Enterprise and fees have been developed to support all costs associated with the program’s administration. Requests for special parking needs which are not discussed herein should be directed to the Director of Police & Public Safety for assessment based on merit and space availability. The University Parking Committee shall be the final authority on matters of parking policy as it relates to parking on the campus of Virginia State University. However, all parking violations may be appealed directly to the University Parking Appeals Committee (See Section XII, Appeal Procedures, of this document).

This document further provides information relevant to guests of faculty, staff and students.

**THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES WHILE PARKED ON VIRGINIA STATE UNIVERSITY PROPERTY.**

**II. TYPES OF PARKING DECALS**

All vehicles parked on campus must display a valid University parking decal. Purchasing a decal does not guarantee you a parking space. All employees and students who are handicapped are required to have a state issued handicapped plate and/or placard, a VSU disabled parking permit (free of charge), and a VSU decal.

There are two types of parking decals sold by the University. The first is the annual parking decal, which is sold to faculty, staff, administrators and students, on an academic year basis valid on September 1 through August 31 of each year, and to non-traditional employees (hourly employees, consultants, contractors, vendors and temporary employees of the University for more than three months). The second type of decal is the monthly decal. Because the University may, on occasion, hire individuals (non-traditional employees) on a short-term contract (less than three months), monthly parking decals are sold to address those circumstances.
A. Annual Parking Decals

Annual parking decals are required on all vehicles parked on a continual basis on the University campus. There are three types of annual parking decals: (1) Executive Reserved; (2) Faculty and Staff Restricted and (3) Student. The differences among these decals are the cost of registration fees (See Section V, 2015-2016 Decal Fees, of this document) and parking lot restrictions (See Section IX, Parking Areas, of this document).

B. Monthly Decals

The “monthly decal” may be issued only to non-traditional employees (hourly employees, consultants, contractors and temporary employees, such as Manpower or other employees from temporary agencies) of the University who have duties on campus for three months or less. Holders of a monthly decal may park in faculty/staff lots. The monthly decal will only be issued when the Motor Vehicle Registration Application is submitted with a letter from the sponsoring Department defining the length of the assignment/contract.

Faculty or staff employees who have registered one (1) vehicle and find it necessary to use another vehicle for a temporary period of time may purchase a monthly decal, up to three per year, for this purpose. Vehicles with expired monthly decals will be ticketed, have wheel locks applied and/or be towed as outlined in this policy.

C. Retired Faculty Emeriti

Occasionally the University issues, at no cost, a decal reserved for Retired Faculty Emeriti. The University Administration approves the issuance of this special decal to retired faculty who are bestowed the honorary status of faculty emeriti. This designation allows the honoree to park in any non-restricted parking area on campus.

III. TYPES OF PARKING PASSES

A. Guests of the University
Faculty and staff members who host workshops or conferences, or individual department directors are responsible for obtaining parking passes for guests from the Department of Police and Public Safety. It is the responsibility of the host faculty/staff member to ensure that the pass is issued only to the specific guest(s) for whom it is requested. These passes may be processed and mailed in advance for the convenience of the persons for whom they are issued. Reproduction of these passes is prohibited. Parking Lot #7 is designated the official visitors’ parking lot. If a designated guest space is not available in Lot #7 or if other arrangements have not been coordinated beforehand with the Department of Police & Public Safety, guests may park in any available space except those restricted for service vehicles, handicapped spaces, and executive reserved spaces.

B. Visitor Passes

All other visitors to the campus should immediately report to the Department of Police and Public Safety building to obtain a temporary parking pass before utilizing campus lots. Visitors should first report to Lot 7, where they are only permitted to park in spaces not designated for VSU employees. In the event there is no available space, visitors are allowed to park in any available space in any other lot except those restricted for service vehicles, handicapped spaces, and executive reserved spaces.

C. Vendor/Contractor Passes

Contractors/vendors providing temporary services to the University may only park in spaces designated for them. Contractor/vendor vehicles parked on campus must display a pass. The pass must indicate the name of the company, the vehicle license plate and the expiration date. These passes should be coordinated through the Department of Police & Public Safety.

NOTE:
PARKING ON GRASS/DIRT AREA IS STRICTLY PROHIBITED.

D. Handicapped Permits

A faculty/staff member or student who has been issued a “Handicapped” permit by an authorized state Department of Motor Vehicles (DMV) will
also be issued a VSU handicapped permit, at no charge, upon purchase of a VSU decal. This permit must be displayed either as a part of the state tag or hung from the driver’s rearview mirror. This permit will identify the faculty/staff member or student as the authorized handicap permit holder. Individuals who use handicap permits issued to others or who use handicap spaces without the VSU and state permit will be cited. Vehicles used to transport a handicapped individual or passenger may park in handicap spaces if the handicap person is present and the proper decal/permits discussed above are displayed.

Any vehicle operated by visitors who have been issued a “Handicapped” permit by an authorized Department of Motor Vehicles (DMV) may park in spaces specifically marked for the handicapped throughout the campus and must display a valid VSU visitor’s pass issued by the Campus Police.

E. Special Events

Special events are those occasions that require one-time parking privileges. These occasions include, but are not limited to: Fall Convocation, Founders Day, Commencement Weekend, intercollegiate athletic events and University-sponsored cultural events. Parking for these occasions will be declared by the Chief of Police as open and free to the public. Lot #26 is usually reserved for special events parking.

F. Other Permits

(1) Temporary Replacement Vehicles – All employees and students requiring temporary parking privileges should report to the Department of Police & Public Safety for registration and issuance of a temporary parking pass valid for two consecutive days. This temporary pass will only be honored upon verification of a previously purchased decal that is still valid. An employee or student who needs a temporary pass because their registered vehicle is being serviced and has a rental vehicle, must present a renter agreement as proof before a pass can be issued for an extended period.

(2) ROTC Reserved Parking – There are several parking spaces in close proximity to the ROTC building that are designated for official ROTC
government vehicle parking only. No other vehicles are allowed in these spaces before 5:00 p.m. on weekdays.

(3) Cross-Enrolled Student Parking – ROTC students and students who are registered at other institutions, who are enrolled in classes at VSU, and who have registered vehicles at their respective schools, will be issued VSU decals at no cost. However, these students must produce evidence that their vehicle is registered at the school they attend.

IV. OBTAINING A PARKING DECAL

ALL MOTOR VEHICLES THAT ARE PARKED ON CAMPUS BY MEMBERS OF THE UNIVERSITY COMMUNITY MUST BE REGISTERED IMMEDIATELY.

Parking decals are valid September 1 through August 31 for each academic year. Each person who registers a vehicle shall be provided a copy of the Virginia State University Parking, Policy, Rules and Regulations manual. The Virginia State University Parking Policy, Rules Regulations and Forms can be viewed and printed in its entirety online at http://www.vsu.edu/police/parking-traffic/parking-policy.php

The appropriate parking decal will be issued by the University Cashier's Office upon receipt of a (1) Motor Vehicle Registration Application, (2) a valid copy of a current state vehicle registration, (3) the applicable registration fee, and (4) VSU identification card. Faculty and staff, who register more than one vehicle, must produce a valid permanent state registration document for each vehicle.

The Motor Vehicle Registration Application used to register a vehicle, may be obtained from and submitted to the University Cashier's Office (Room #112 Virginia Hall). Any information found to be knowingly false on this application will be investigated by the Department of Police and Public Safety.

In order to purchase a decal, the individual must sign the “Authorization and Certification” section of the registration application to allow delinquent or unpaid traffic violations to be deducted from his/her wages or student account. Failure to do so will result in denial of a decal purchase. No decals and/or temporary passes may be obtained by
faculty, staff, non-traditional employees or students with outstanding tickets unless the Authorization and Certification process has begun or the ticket(s) on record is under appeal prior to the date of attempted obtainment. All decal sales are final.

No more than a total of three decals may be issued to any member of the faculty or staff, and no more than one decal may be issued to a student. Individuals seeking to purchase decals exceeding these limits must request approval to do so from their Dean or Director, or Vice-President. Once this approval is obtained, the request must be submitted to the Cashier's Office for processing.

No decal may be issued for any additional or replacement vehicle unless (1) the state registration bears the same name or names as shown for the first vehicle registered, or (2) bears the same address. Any registration for an automobile that does not bear the full name of the employee or student, or at least the same surname, can be approved only by the Chief of Police.

No decal may be issued to incoming freshmen, to include on and off-campus students, unless written authorization is received from the Director of Student Conduct.

Students, both undergraduate and graduate, who are hourly employees may only apply for a student decal and may not receive a faculty/staff decal. However, graduate students who are full-time employees are eligible for a faculty/staff decal.

Students whose employment with the University is under College Work Study or similar programs that are incidental to their main function as a student may apply only for a student decal and may not receive a faculty/staff decal.

All faculty and staff, including non-traditional employees, must obtain clearance signatures from the Cashier's Office for traffic citations in order to receive their final paycheck. Payment made upon separation must be in the form of cash, money order, credit card, cashier’s check, or other certified funds. No personal checks will be accepted.
Registration of a vehicle is not complete until the decal is displayed properly. A valid decal must be securely affixed to the outside lower corner of the driver side rear windshield. Taping the decal to any part of the vehicle is not permissible. Decals displayed improperly will constitute an improper display violation.

V. 2015 – 2016 DECAL FEES

All annual decals are valid for the period beginning 9/1/15 through 8/31/16. However, decals sold on the dates shown below will be prorated and sold at the prices indicated in the table.

<table>
<thead>
<tr>
<th>DECAL TYPE</th>
<th>Purchase Date</th>
<th>8/1/15-12/31/15</th>
<th>1/1/16-4/30/16</th>
<th>5/1/16-8/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Reserved</td>
<td>$150</td>
<td>$113</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Restricted</td>
<td>$119</td>
<td>$91</td>
<td>$44</td>
<td></td>
</tr>
<tr>
<td>Student (Full &amp; Part-Time)</td>
<td>$75</td>
<td>$60</td>
<td>$34</td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Replacement Decal Fee</td>
<td>$3</td>
<td>$3</td>
<td>$3</td>
<td></td>
</tr>
<tr>
<td>Second Vehicle Fee</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

A. Definitions:

Executive Reserved- These decals will be sold only to the President, Vice-Presidents and Deans. These spaces will be in the faculty lot closest to their buildings and will include a sign designating the space as being reserved for that person by official title only. Example: "Reserved Parking Dean, School of Business."
VIRGINIA STATE UNIVERSITY
PARKING MAP
**Faculty/Staff Restricted**- These decals will be sold only to faculty and staff (classified and non-traditional employees). This decal allows the holder to park in any space, except a "reserved" space, in any lot, which is, designated "Faculty/Staff" on a first come, first served basis.

**Contracted Decal** – These decals will be sold only to contracted employees who work with GCA Services and Thompson Hospitality for Virginia State University. This decal allows the holder to park in any space, except a “reserved” space, in any lot, which is, designated “Faculty/Staff” on a first-come, first-served basis.

**Pre-Tax Payroll Deduction for parking Decal** - The purpose of the program is to allow University Employees to pay for parking expenses on a pre-tax basis through payroll deduction. The parking fees will be deducted from the employee’s paycheck before federal, state, and FICA taxes are computed, thereby resulting in a tax savings. VSU faculty and staff are eligible for this payment arrangement if continuously employed at the University, and they do not have any outstanding parking fines. Employees must complete “The Pre-Tax Parking Fee Program Salary Reduction Agreement form.” The Salary Reduction form, Employee Motor Vehicle Registration Application and a copy of the current vehicle registration card must be returned to the Cashier’s Office starting July 22, 2015. The pre-tax payroll deduction from the employee’s paycheck will be processed in four installments based on approval of the salary reduction agreement form by the Payroll Office. VSU employees must elect to participate in the pre-tax parking fee program each year. Summer decals are a one-time payment or one-time payroll deduction.

**Student**- These decals will be sold only to students who are validated or officially enrolled. This decal allows the holder to park in any lot designated as "Student Parking." No decal may be issued to incoming freshmen students unless written authorization is received from the Director of Student Conduct. Students are allowed to only have one (1) parking decal per year. If necessary to get a replacement decal, the original must be removed and brought to the Department of Police and Public Safety to obtain documentation to secure a replacement decal.

**Monthly**- These decals will be sold only to non-traditional employees of the University. This includes hourly employees, consultants, contractors, vendors and temporary employees (such as Manpower or other employees from temporary agencies) of the University who will be
staying on campus for three months or less to perform University related duties. This type of group decal allows the holder to park in any space, except a “reserved” space, in any lot, which is, designated “Faculty/Staff” on a first-come, first-serve basis. This decal is valid for 30-days from the date of issuance.

Daily- Are available for VISITORS ONLY, except the spaces designated for employees, in Lot 7, located between Jackson Place and Barnes Street at University Avenue. Passes are required for this lot. This lot is designated primarily for guests and short-term visitors of the University between the hours of 7:00 a.m. - 5:00 p.m.
VI. LOST, STOLEN, OR DESTRUCTION OF DECALS OR CHANGE OF REGISTERED VEHICLE

If a decal is lost (a decal deemed not stolen by DPPS personnel through investigation and/or inquiry), it should be reported immediately to the Department of Police and Public Safety. Upon arrival, the complainant must complete documentation (Lost Decal Form) for University record, and a replacement decal will be issued at full purchase price. The University will not be held liable for lost decals and will not issue a refund for any decal once it has been issued. All decal sales are final.

If a decal is stolen, it should be reported immediately to the Department of Police and Public Safety. Upon arrival, the complainant must complete documentation (Stolen Decal Form) for University record. A new decal will be issued at a replacement cost of $3.00, provided that evidence of a valid police report is produced and a sworn affidavit is completed certifying the theft. The University will not be held liable for stolen decals and will not issue a refund for any decal once it has been issued. All decal sales are final.

If a vehicle is sold, destroyed or being replaced with another vehicle, then a replacement decal will be provided. If an individual disposes of a vehicle, the decal should be removed. An identifiable portion of the decal, which was removed, must be taken to the Department of Police and Public Safety to obtain the necessary document to be taken to the Cashier's Office and a replacement decal will be issued for $3.00. Failure to present an identifiable portion of the decal may result in the registrant being required to pay full cost for a new decal.

VII. IMMOBILE VEHICLES

In the event a person’s registered vehicle loses its mobility on campus property, they must report to the Department of Police and Public Safety immediately. Upon arrival, they are to obtain an official notice that will list the make and model of their vehicle, along with the state in which it is registered and the lot in which it is located to avoid any ticketing. If the
owner fails to notify the Department of Police and Public Safety of their vehicle’s immobility, he/she is fully liable for any parking citations acquired during that time. The vehicle must be removed within 48 hours at the owner’s expense from campus grounds; otherwise, the Department of Police and Public Safety will tow the vehicle at the owner’s expense.

VIII. RENEWAL OF REGISTRATION
Each year, on or before September 1, faculty, staff and students are required to renew their campus vehicle registration, which expires on August 31. It is the registrant's responsibility to ensure that a current year decal is affixed to his/her vehicle.

IX. PARKING AREAS
Vehicles must be parked in lots for which decals are valid. The Parking Lot Locator Map is included on pages 12 - 13 and specifies all lots available for faculty, staff, student and visitor parking. The designation of a parking area is subject to change; therefore, information on the sign of a particular lot supersedes the designation in this document. PARKING ON GRASS IS STRICTLY PROHIBITED.

A. Student Parking
Any vehicle with a University Student decal may park in a lot designated as "Student Parking". The parking lots designated as “Student Parking” are lots 2, 3, 6, 10, 13, 15B, 17, 18, 23, 25, 26, 27, 28, 30, 31A, 30M and 33. Lots 21, 36 and 37 are designated to residents of Quads I and II and Whiting Hall only and the Trojan One Card will be programmed to allow access to the lot they are assigned. If available, there is additional street parking on Jackson Place. It is permissible for a vehicle with a faculty/staff decal to park in the student parking lots, if the need arises.

B. Executive Reserved Parking
Special designated spaces in some of the Faculty/Staff Restricted lots are reserved for those personnel (Provost, Vice-Presidents and Deans) who have paid the additional fee for a specific reserved space. There are no reserved spaces for faculty or staff. Unauthorized vehicles parked in these
spaces will be TICKETED AND TOWED. Authorized vehicles parked in these spaces must have a “Faculty/Staff” decal and must be registered to the President, a Vice-President, or a Dean.

C. Restricted Faculty/Staff

Restricted Faculty/Staff Parking Lots are marked with signs at the entrance to each designated parking lot. Students may not park in a lot designated for faculty/staff. The following lots and/or spaces are designated as Restricted for Faculty/Staff: 1, 4, 5, 7 (f/s spaces), 8, 11, 12, 14, 15A, 16, 19, 20, 22, 26 (f/s spaces), 29, 29B, 32, 34 and Moore Hall (f/s spaces) on Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m.

X. PARKING VIOLATIONS AND SANCTIONS

A. Tickets/Citations

The Department of Police and Public Safety is authorized to issue citations for violations of University parking regulations. The University reserves the right to issue tickets for violations in addition to those shown on the actual ticket.

B. Wheel Locks

To facilitate the enforcement of regulations pertaining to parking, the Police Department may use wheel locks on vehicles that have three or more unpaid tickets or upon receipt of a second ticket for having “no decal”. To remove wheel locks, the owner or driver of the vehicle must go to the Cashier's Office in Virginia Hall, Room #112, between the hours of 8:30 a.m. and 4:30 p.m. and pay all outstanding parking fines, purchase the appropriate decal for either student, faculty/staff or contracted employee and wheel lock removal fee. Payments must be in the form of cash, money order, credit card, cashier’s check, or other certified funds. No personal checks will be accepted. The wheel lock fee is $100. All payment receipts must be brought to the police station for wheel locks to be removed from car.

- Removal of the wheel lock by unauthorized personnel is subject to a $100.00 fine in addition to the $100.00 wheel lock fee to be paid to the University. **Note: this is a criminal offense and may also be subject to criminal prosecution.**
• In certain circumstances and at the owner’s expense, vehicles may be towed in lieu of being wheel locked.
• Failure to pay all fines within 48 hours of having wheel locks applied will result in the towing of the vehicle.

C. Towing

Vehicles may be towed immediately at the owner's expense under the following circumstances:

1. When a vehicle is illegally parked and restricting traffic.
2. When a vehicle is illegally parked in a Handicapped Zone, Handicapped Loading Zone, Fire Lane, or prohibited areas listed below.
3. When the location of the vehicle poses an immediate safety/security concern.

Fire lanes are prohibited parking areas. Yellow curbing and the 15-foot space on corners are prohibited parking areas. Fire hydrants are prohibited parking areas. Vehicles will be ticketed and towed for parking against the flow of traffic and parking on the left side of one-way streets.

4. When three or more unpaid tickets have accumulated on the same vehicle.
5. When a vehicle is violating DMV Motor Vehicle Operational Codes.
6. When parking privileges have been revoked.

D. Revocation of Parking Privileges

Upon receipt of three (3) parking violations for “no decal,” the registrant will forfeit the privilege of parking on campus for the remainder of the academic year. Parking a vehicle on University grounds after such parking privileges have been revoked shall result in the implementation of a wheel lock or tow sanctions.

If a tow truck is already in route, the person responsible for the vehicle will still be required to pay towing costs before being permitted to move the vehicle. A ticket for illegal parking will also be issued. If a vehicle is towed, the owner or person responsible must report to the Department of Police and Public Safety to arrange recovery of the vehicle.
All fines must be paid to the Cashier’s Office before the towing costs are paid; certified funds include cash, money order, credit card, and cashier’s check. No personal checks will be accepted.

### E. Violations

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in Handicapped Space</td>
<td>$200</td>
</tr>
<tr>
<td>Parking in Handicapped Loading Zone Space</td>
<td>$200</td>
</tr>
<tr>
<td>Parking in Reserved Space</td>
<td>$35</td>
</tr>
<tr>
<td>Parking an Unregistered/Unauthorized Vehicle on University Property (No decal/pass displayed)</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in Fire Lane/Within 15 Ft. of Fire Hydrant</td>
<td>$35</td>
</tr>
<tr>
<td>Parking on Sidewalk, Crosswalk, Driveways or Grass/Dirt</td>
<td>$50</td>
</tr>
<tr>
<td>Application of Wheel Lock</td>
<td>$100</td>
</tr>
<tr>
<td>Parking in Faculty/Staff Lot</td>
<td>$35</td>
</tr>
<tr>
<td>Parking in a Restricted Area</td>
<td>$50</td>
</tr>
<tr>
<td>Exceeding Posted Time Limit</td>
<td>$30</td>
</tr>
<tr>
<td>Improper/Double Parking</td>
<td>$30</td>
</tr>
<tr>
<td>Blocking Normal Flow of Traffic</td>
<td>$30</td>
</tr>
<tr>
<td>Parking Against Flow of Traffic</td>
<td>$30</td>
</tr>
<tr>
<td>Blocking Another Vehicle</td>
<td>$30</td>
</tr>
<tr>
<td>Parking in a Loading Zone</td>
<td>$50</td>
</tr>
<tr>
<td>Improper Display of Registered Decal</td>
<td>$35</td>
</tr>
<tr>
<td>Illegal Removal of Wheel Lock</td>
<td>$100</td>
</tr>
</tbody>
</table>
F. DMV Violations

Virginia Uniform Traffic Summons issued by the Department of Police and Public Safety for traffic violations must be adjudicated in the General District Court in Chesterfield County.

XI. PAYMENT OF FINES/FEES

Parking citations must be paid within five (5) business days of issuance unless the ticket is in the appeal process. Payments can be made in the Cashier's Office, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. Citation payments require the payment be made in certified funds (cash, money order, credit card or cashier's check). No personal checks will be accepted.

Employees and students who fail to pay outstanding parking fines within thirty (30) days upon receipt of the ticket, will be subject to the collection procedures mandated by the Commonwealth of Virginia for past due accounts. For employees, a payroll deduction will be processed against their regular paycheck. Payroll deduction will take place once the approved list from the Parking Office is forwarded to the Payroll Office. For students with unpaid citations, the office of Student Accounts will charge the student's account and all balances must be paid prior to registration in a subsequent semester, issuance of transcripts, or issuance of a diploma.

Upon the termination of employment with the University, all faculty or staff, to include hourly employees and contractual or temporary staff, must gain clearance signatures from the Cashier’s Office for parking violations in order to receive their final paychecks. Payments made upon separation must be in the form of cash, money order, credit card, cashier's check or other certified funds. No personal checks will be accepted.

XII. APPEAL PROCEDURES

Anyone with a valid reason may appeal a parking ticket within five (5) business days of the alleged violation by coming to the Campus Police Department with the original ticket and completing the “Right of Appeal Application.” The appeal application form can be obtained in the Department of Police and Public Safety.
NOTE: Appeals will not be accepted unless the original ticket is available. Generally, the following have NOT been recognized as valid reasons for upholding citations:

- Ignorance of the regulations
- Late arrival for classes, appointments, etc.
- Inability to find a convenient legal parking space
- Inclement weather
- Returning to campus late at night

Appeal Procedure

- Appeals must be filed in writing with Campus Police within five (5) working days of the issuance of the ticket.
- Appeals will be considered on the basis of the written record or an individual’s request to appear before the panel. **Decisions of the Parking Committee are final.**
- The Parking Committee may uphold or withdraw the original ticket.
- The Parking Committee shall review the ticket after submission of the Appeals Form.
- The Parking Committee may, at its discretion, seek clarification from all parties involved in the matter under review.
- The Parking Committee’s decision will be mailed to the address listed on the application.
- Correspondence will not be mailed to any incomplete address listed on an appellant’s application.
- Any correspondence returned to sender will not be sent a second time.

XIII. COLLECTION OF PAST DUE FINES/FEES

The VSU Controller's Office, through the Offices of Student Accounts, Payroll, and Cashier, is charged with the collection of all past due fines and citation fees. In accordance with Commonwealth guidelines, they will use all “reasonable” methods of collection. Any unpaid debt owed to the University that is referred to the Collections Section of Student Accounts is subject to a full range of collection actions. This includes, but is not limited to, the use of: payroll deduction, collection agencies, State Debt Set-Off, processes placing holds on student accounts, withholding
the issuance of a student refund, and reporting the debt to a credit reporting agency. A financial hold prevents registration, receipt of grades and transcripts, and receipt of a diploma upon graduation.

These collection procedures will be applied to owners of the vehicles for which the parking citation was issued and/or to registrants of those vehicles, to include any employee or student of the University. Any debtor to the University will be liable for ALL costs incurred in the collection of the debt including reasonable attorneys’ fees.

**XIV. AUTHORIZATION TO VOID PARKING TICKETS**

The issuance of parking citations on the VSU campus is a civil responsibility of the Department of Police and Public Safety. Therefore, the Chief of Police is the only individual assigned authority to administratively void, or rescind, an issued parking citation. The Chief's discretion in this matter is subject to the review of the Parking Committee, the Vice President - Student Affairs, and the University Internal Auditor. The Police Chief shall retain documented records of all “voided” parking citations that he authorizes, and he shall make a monthly report available to the Committee and the Auditor. Any request to void an issued parking citation shall be made IN WRITING to the Chief, with appropriate justification(s) included therein.

**XV. QUESTIONS OR CONCERNS**

Questions concerning the parking regulations of the University may be forwarded to the Parking Committee Chairman via parking@vsu.edu. The website can be accessed through the VSU web page. In addition, general inquires may be made by calling 804-524-5223. Questions regarding payment of fines/fees should be directed to the Cashier's Office at 804-524-5150.

**THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES WHILE PARKED ON VIRGINIA STATE UNIVERSITY PROPERTY.**
The 2015 – 2016 University Parking Committee Members are:

Chief of Police/Parking Committee Chairman

Associate Vice President for Student Affairs

Director of Student Activities

Associate Vice President of Finance and Administration

Director of Facilities and Services

Chairman, Staff Senate

Chairman, Faculty Senate

President, Student Government Association

***THIS POLICY HAS BEEN REVISED AND IS ISSUED PURSUANT TO THE AUTHORITY OF THE UNIVERSITY PARKING COMMITTEE ON JULY 1, 2015.

Department of Police and Public Safety
21012 Service Road
P.O. Box 9405
Virginia State University, VA 23806-1006
Parking Inquiries: 804-524-5223
Emergencies: 804-524-5411
Non-Emergencies: 804-524-5360
Enjoy your visit and remember to stay safe.

Parking Tip:

✓ Always lock your vehicle.
✓ Park in well lit, heavily traveled areas if possible.
✓ Don't leave valuable items in plain view inside of your car. Leave them at home or lock them in your trunk prior to arriving at your destination.
✓ When you approach your car, have your key ready and check the floor and back seats before you get in.
✓ Remember that pedestrians have the right-of-way on park roadways.

If you observe a dangerous situation, see a piece of equipment that may be damaged or vandalized, a suspicious person, or another issue of concern, contact VSU DPPS at (804) 524-5360.

An electronic copy of the manual can be found on VSU’s website