

**Eastern Oklahoma State College**  
**Parking Policy**  
**2008/2009**

**I. Administrative Policy**

The Leadership Council of Eastern Oklahoma State College has determined that it is in the best interest of the College that rules and regulations be established to govern the keeping and use of motor vehicles by College employees, students, visitors, and other categories of users on campus. Accordingly, Eastern has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking spaces available on campus. Operating a motor vehicle on College property is a privilege which is conditioned, in part, by compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the College to set aside a space for every vehicle nor allows the driver to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the College and temporary parking permits will be issued.
2. The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The College assumes no responsibility for a vehicle or its contents.
4. All vehicles parking on College-owned or rented property must display a valid Eastern parking permit.
5. Failure to pay fines will result in refusal to renew permit, withholding of transcripts, delaying of enrollment, withholding of pay and refund checks, and/or collection efforts.
6. Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.
7. It is the responsibility of any vehicle operator to request information needed from Campus Police to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.
8. Any person who persists in repeating violations of the Eastern Oklahoma State College Parking Policies, damages property or commits any act detrimental to the safety of others or to the best interests of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
9. Only parking permits issued or authorized by designated Eastern personnel are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the exterior of a vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.

## **II. Eastern Campus Police Office**

The Eastern Campus Police Office is located in the southeast corner of the Field House. Officers are on duty seven days a week in the evening hours. For assistance call (918) 448-2365, (918) 465-1718, on campus at ext. 718 or call Student Services at ext. 818. In emergencies dial 911. Office hours for Student Services are Monday through Friday from 8a.m. – 5 p.m.

## **III. Student Parking Permits**

1. Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the second week of class. All parking permits expire on July 31 of the following year. Parking permits can be mounted on the inside rear view mirror with identification facing the front of the vehicle in plain view.
2. Students should pay their parking permit fee in the Dean's Office in the Student Union Building if paying by cash or check. Any student who pays with a credit card or applies the fee to his/her student account should pay at the Business Office in the Administration Building.
3. Students must present their Eastern ID card at the time of permit registration. Students must pay all outstanding citations before a parking permit may be issued.
4. Students should present to the Dean's Office in the Student Union Building a completed vehicle registration form and proof of purchase to obtain the parking permit.
5. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.
6. Students will be issued a parking permit that allows parking in any area signed and designated for student parking or multipurpose parking.
7. Apartment residents will be issued a parking permit that allows parking in lots signed and designated for students, resident and multipurpose parking.

## **IV. Faculty and Staff Parking Permits**

1. Faculty and staff of the college who park vehicles on campus are required to immediately purchase and display a parking permit. Faculty/Staff must register their vehicles upon reporting to work or when notified to renew their annual permit. All parking permits expire on July 31 of the following year. Parking permits can be placed on the inside rear view mirror with identification facing the front of the vehicle in plain view.
2. Faculty/Staff should obtain their parking permit in the Dean's Office in the Student Union Building if paying by cash or check. Faculty/staff who pay with a credit card or apply the fee to his/her College account should pay at the Business Office in the Administration Building.
3. Faculty/Staff must present their Eastern ID card at the time of permit registration. Faculty/Staff must pay all outstanding citations before a parking permit may be issued.

4. Faculty/Staff should present to the Dean's Office a completed vehicle registration form and proof of purchase to obtain the parking permit.
5. Faculty/Staff will be issued a parking permit which allows parking in areas signed and designated for Faculty/Staff or multipurpose.
6. When a Faculty/Staff member terminates his/her employment with the college, his/her parking permit(s) must be turned in to Human Resources as part of their exit interview process.

## **V. Disabled Parking**

1. Vehicles displaying a state issued Physical Disability Permit, along with a valid Eastern parking permit, may park in any legal parking space or any physical disability space with the exception of spaces reserved for other uses.

## **VI. Visitor Parking**

1. Visitors are always welcome on campus. Short term visitors should obtain a temporary parking permit from the Dean's Office between the hours of 8 a.m. and 5 p.m. Monday - Friday.
2. Eastern defines a visitor as any person unaffiliated with the College such as a vendor, a rental property tenant or community member.
3. Whenever applicable, the host, whether Student, Staff, Faculty or Administrator should obtain visitor parking permits for their guests.
4. The Dean's Office shall provide visitor permits to event coordinators when requested. An event coordinator should contact the Dean's Office for specific instructions.
5. Visitor permits can park in any Faculty/Staff/Student or Unrestricted parking lot.
6. Eastern expects and requires visitors to abide by properly signed or marked parking restrictions.

## **VII. Motorcycles**

Motorcycles will receive a decal to be placed on the front left fork. Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking.

## **VIII. Bicycles**

Eastern does not require that bicycles be registered with Campus Police; however, operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students/Faculty/Staff must park bicycles in designated bicycle areas.

## **IX. Permit Fees**

Fees for parking permits are as stated below. Fees are subject to change without notice.

Faculty/Staff \$10 Year  
Student \$15 Year  
Motorcycles \$15Year  
Replacement Fee \$5

## **X. Driving Regulations**

1. All traffic and motor vehicle laws of the State of Oklahoma are applicable on Eastern property and will be enforced by College Police Officers. Violation of State traffic and motor vehicle laws may subject the driver to a county citation with fines set by the District Court.
2. The maximum speed limit on all College property is 15 miles per hour. Violators are subject to College citation. All public roads through campus are governed by established speed zone markings.
3. A pedestrian crossing campus roads, streets or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.
4. It is the driver's responsibility to be able to operate his or her vehicle safely. Anyone who operates a vehicle on college property while under the influence of intoxicating liquor, narcotic drugs, or opiates will be subject to arrest and/or revocation of parking privileges.
5. No motor vehicles including motor scooters, motorcycles or motor bicycles shall be operated upon any sidewalk or pedestrian walk on the campus. It is further a violation to operate bicycles, rollerblades, rollerskates or skateboards upon College property for recreational purposes. However, bicycles, rollerblades, rollerskates and skateboards are allowed as a means for *Eastern students* to get to and from class.

## **XI. Parking Regulations**

1. A copy of the Parking Regulations will be provided to each individual upon registering your vehicle. Additional copies may be obtained from the Dean's Office. Pleading ignorance of the regulations will not excuse violators or citations.
2. Vehicles found parking without displaying the appropriate parking permit will be cited (parking permit must be properly displayed in plain view, when parking on campus). All employees and students are required to obtain a copy of the Parking Regulations and follow the posted parking signs.
3. Parking is on a first come, first served basis.
4. The issuance of a parking permit is merely authorization to park if space is available.
5. The responsibility for finding a legal parking space rests with the vehicle operator.

6. Lack of space in a particular lot is not a valid excuse for violating parking regulations.
7. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
8. If there is no sign at entry to lot, parking is multipurpose.
9. Eastern restricts all Students/Faculty/Staff to parking in their designated parking lots. Signs designating Campus Apartment Parking or Dorm Parking are assigned to properly registered and identified residents. Unauthorized/unregistered vehicles parked in a reserved parking space are subject to impoundment at the owner's expense and a parking citation.
10. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back/pull through parking is prohibited in the areas where one way drive or angle parking exits exist.
11. The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
12. Eastern prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.
13. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.
14. "Maintenance/Service" and "Loading" zones are enforced 24 hours a day.
15. Spaces identified by sign and/or pavement markings bearing the international pictographic symbols for a wheel chair are reserved for use by vehicles displaying State issued Physical Disability permit with any valid purchased Eastern permit.
16. These regulations apply to all persons operating a vehicle on any Eastern campus or property. Eastern off campus properties are also included.

## **XII. Towing and Impoundment of Vehicles**

Eastern Campus Police may tow and impound parked vehicles for the following offenses:

1. Parking in reserved spaces or physical disability spaces.
2. Unsuccessful attempts to contact owners with repeated parking violations, and/or five (5) or more unpaid parking citations.
3. Parking in drives, on grass, access road/service drives, traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles.
5. Vehicles displaying expired license plate/tag (expired in excess of 180 days).
6. Parking in red zones or at red curbs, yellow curbs.
7. Parked in fire lane or near fire hydrant.
8. Abandoned vehicles.

- 9. Parking on campus after permit has been revoked.
- 10. Accumulation of five (5) or more violations by an *unregistered* vehicle.

***For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle and avoid impoundment.***

The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked, shall notify the Campus Police Office immediately. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner’s expense. Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing mileage, hook-up fee, storage, etc. Eastern Campus Police uses the wrecker rotation process. The local police dispatcher will telephone the next rotation wrecker on call for all campus towing.

### **XIII. Appeals Process**

An appeal for a citation must be made in writing at the Campus Police Office located in the Field House or to the Student Services Office within **twenty (20) business days** from the date of the citation. Appeals **will not** be accepted after the twenty (20) day period. An Appeal Form may be obtained at these same locations.

### **XIV. Fines for Violations**

The following are the parking and traffic violations and corresponding fines established by Eastern Oklahoma State College:

No valid Eastern parking permit .....	\$10.00	
Occupying more than one parking space .....	\$10.00	
Parking in a non-designated parking area .....	\$10.00	
Parking in a no parking zone .....	\$10.00	
Parking in a fire zone .....	\$20.00	
Parking a trailer on campus.....	\$10.00	
Blocking or impeding traffic flow .....	\$10.00	
Parking in a handicapped space w/o proper permit .....	\$25.00	
Failure to obey a traffic control device .....	\$20.00	
Moving violations .....	\$20.00	
Use of lost or stolen permit.....	\$10.00	
Blocking dumpster .....	\$10.00	
Double parked.....	\$10.00	
Unregistered vehicle .....	\$20.00	(possible tow)
Reckless driving.....	\$25.00	
Disturbing the peace .....	\$20.00	
Failure to obey a police officer .....		(see Dean of Students)

***Citation and Fee Rates are subject to change each Fiscal Year subsequent to policy review.***  
 The College reserves the right to Impound and/or Immobilize vehicles for repeat offenders in accordance with this policy.

## **XV. Parking Permit Violations**

1. Any person who gives, barter, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and possible forfeiture of parking privileges, subject to the appeals process.
2. Lost, stolen or damaged parking permits must be reported to the Dean's Office.
3. Any person who finds or gains possession of a lost, stolen, forged or altered permit and uses the permit to park on campus and will be subject to possible forfeiture of parking privileges, subject to the appeals process.

## **XVI. Vehicle Immobilizers (Boot)**

Eastern Campus Police may use a vehicle immobilizer. This device is used to prohibit a vehicle from being moved. Violations which may prompt the use of a vehicle immobilizer:

1. Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking citations.
2. Unidentifiable vehicle owner information.
3. Accumulation of five (5) or more violations by an *unregistered* vehicle.

The fee to remove the immobilizer from a vehicle will be \$75.00, plus any additional parking fines accrued and previously unpaid parking fines. Any damage to the vehicle or the device due to a driver attempting to drive vehicle while immobilizer is engaged will be at driver's expense. Once the owner/driver has made contact with Campus Police regarding the violations, the immobilizer will be removed. All fees and fines must be resolved or further action may be taken. Additionally, the owner/driver has the right to appeal the circumstances/violations leading to the vehicle's immobilization.

## **CAMPUS POLICE**

Examples of services provided are:

1. Assist Students, Faculty and Staff with emergency needs (EMS, fire, vehicle collisions, weather, etc).
2. Assist Students, Faculty and Staff with non-emergency needs (unlock buildings and cars, change flat tires, etc).

## **HOW TO SUMMON ASSISTANCE**

If you need the services of Campus Police, call 448-2365 or push the call button on any emergency telephone located throughout the campus. When the emergency phones are used, the dispatcher will ask the caller for his or her location. In either case, an officer will be dispatched to your location.