



SAINT MARY-OF-THE-WOODS  
COLLEGE

# 2020-2021 TRAFFIC AND PARKING REGULATIONS

## A Message from the Director

The Office of Public Safety continuously strives to obtain the maximum effectiveness for our limited parking areas. All parking and traffic regulations are reviewed on an annual basis to ensure they are appropriate for our ever-changing needs. The traffic and parking regulations contained in this guide are designed to assist you in driving and parking safely on the Saint Mary-of-the-Woods campus with minimal difficulty and inconvenience. Your cooperation in abiding by the regulations will assist the institution with making traffic control and parking safe and easy for everyone.

Greg Ewing  
Director of Public Safety and Security

## Registering Vehicles

Any vehicle that will be used as transportation to and from campus must be registered with the Office of Public Safety.

## Parking Permit

All students, employees, and College-related personnel must have a current and valid College Parking Permit at all times to park on campus. PARKING PERMITS ARE ISSUED TO INDIVIDUALS, NOT VEHICLES. All students, faculty and staff are provided a Parking Permit.

## Motorcycle Permits

All students, employees, or College-related personnel must have a permit, which will be issued at no cost, to park a two-wheeled motorized vehicle (motorcycle, scooter, or moped) on campus. Motorcycles must be parked following the same guidelines as other vehicles. Motorcycles must be parked in a parking space. Motorcycles parked on sidewalks may be towed.

## Bicycle Permits

Bicycles shall be registered to be parked on campus. A bicycle permit will be issued at no cost. Bicycles must be properly parked in bicycle racks. Bicycles locked on railings or trees, parked in hallways or areas that block walking traffic, or located in a spot where they may become an obstacle for emergency evacuation or physical plant workers, will be removed.

## Use of Parking Permits

The Parking Permit must be displayed by hanging the Parking Permit behind the rearview mirror of the vehicle being parked. The Parking Permit may be transferred to any vehicle owned or registered by the Parking Permit holder and still be valid. It is the Parking Permit holder's responsibility to move the Parking Permit from one vehicle to another. Failure to move the Parking Permit is not a valid reason for parking on campus without a Parking Permit. A temporary Parking Permit may be obtained from the Office of Public Safety for use when this situation occurs. A lost or stolen Parking Permit can be replaced by visiting the Office of Public Safety.

## How to Acquire a Parking Permit

You must register for your Parking Permit by completing the attached Microsoft form.

<https://www.smw.edu/vehicleregistration>

Applicants will be issued color-coded parking permits indicating the specific parking areas in which they are

eligible to park. The individual's parking permit classification will be determined by the Office of Public Safety according to College policies.

Should you need to reset your password or unlock your account <https://passwordreset.microsoftonline.com/>

If you need additional assistance logging in please contact OIT help desk at (812) 535-1177.

## Driving and Parking Regulations

- Regulations are in effect 24 hours a day, 365 days a year.
- Speed limit on campus is 20 mph.
- All regulatory signs are enforced.
- Reserved spaces (handicap, loading and unloading zones, etc.) are reserved 24 hours a day, seven days a week.
- In crosswalk areas and sidewalks used by service vehicles, pedestrians have the right of way.
- Barricaded areas are not to be entered.
- All permit holders must park in their designated parking areas.
- If a permit holder is unable to move a vehicle from a restricted area due to mechanical failure, the Office of Public Safety must be notified immediately by the permit holder, and the vehicle must be moved to a proper lot within 24 hours. Extension of the 24-hour time period can be approved only by the director of safety and security.
- Do not use College property as a storage facility for unlicensed or inoperable vehicles even if you have a valid parking permit.
- No parking is allowed on sidewalks, lawns, loading zones, or other restricted areas.
- Do not block service drives, entrances, and parking lot exits.
- All cars must be parked within painted lines that indicate a parking stall.
- Permit holders must notify the Office of Public Safety if circumstances occur that change the classification of their parking eligibility.

## Faculty/Staff Lots

Faculty and Staff parking designated lots and spaces are for faculty and staff only. Students are prohibited from parking in these lots and spaces 24/7. The following lots are 24/7 faculty/staff parking permits only:

- FS1 Hulman Hall
- FS2 LeFer Hall
- FS3 Guerin Hall

## Open Parking Lots

The following parking lots are designated as open parking any permit:

- OP1 Mari Hulman George School of Equine Studies
- OP2 East of Hulman Hall
- OP3 Rooney Center (Library)
- OP4 Knoerle Center (Rec Center)

To view the campus map go to [www.smwc.edu/parking-info](http://www.smwc.edu/parking-info)

## Curbside Parking

Parking along roadways is permitted in designated and/or marked areas throughout campus. Curbside parking will be open parking with any permit and shall follow the flow of traffic.

## Special Circumstances – Temporary Handicapped Permit

Any student that requires special parking arrangements must meet with the Director of Public Safety. A special circumstance may include an injury or surgery that would prohibit long distances such as an individual with crutches. Documentation from Health Services will be required. This should be done before you park your vehicle in restricted areas.

## Temporary Stopping and Unloading Vehicles

Temporary stopping is allowed in the rear of LeFer hall in the area designated by signage to load and unload vehicles with the following guidelines:

- Vehicles may not be parked for more than 15 minutes.
- Emergency flashers must be in operation so officers will know it is being loaded/unloaded.

## Classifications and Fees for Parking Permits

**Student Permits:** Issued to students enrolled in classes on the campus of SMWC and authorizes the holder to park in lots designated as OP or curbside parking.

**Faculty/Staff Permits:** Issued to employees hired on a full-time or part-time basis. This permit authorizes the holder to park in lots designated as FS, OP or curbside parking.

**Temporary Permits:** Issued to all temporary employees hired on a short-term basis. Holders may park in lots designated on the temporary permit when issued.

**Guest Permits:** May be obtained through the Office of Admissions or the Office of Public Safety. Participants attending College-sponsored, short-term conferences or seminars (one to five days) will be provided guest permits by the conference director. It is the responsibility of the

individual sponsoring the event to make arrangements for guest permits through the Office of Public Safety. There is no charge. It will be the discretion of the Director of Public Safety if large single day short-term events will require Guest Permits.

## Violations and Penalties

In the interest of providing adequate parking for all College constituents, parking regulations will be vigorously enforced.

Paying a citation is the responsibility of the person in whose name the permit is registered with the Office of Public Safety. Motor vehicle regulations shall also apply to the spouse, partner, and dependents of the registrant.

Any person feeling that his or her vehicle has been unjustly ticketed may appeal. Appeal forms may be completed online at [www.smwc.edu/parking-info](http://www.smwc.edu/parking-info) within **10** days after issuance of the ticket or the right to appeal is forfeited.

Lack of a convenient space is not a valid excuse for parking in violation of regulations.

If your appeal is denied, and further appeal is requested, your original appeal form will be forwarded to the Parking Citation Appeals Board for further consideration.

**Habitual Parking Offender:** Any student, College employee, or College-related employee who receives **5** or more citations during a permit year may be classified as a habitual parking offender. Habitual offenders of the parking regulations will result in the use of a vehicle-immobilizing device. A removal fee of \$50 must be paid at the college business office prior to the device being removed.

Fines are payable upon receipt of a citation. Payment of parking fines can be made Monday through Friday, 8:00 a.m. to 5:00 p.m. in the Business Office, Room 233, Guerin Hall. Student citations will be charged to their student account upon identification of the receiver of the citation. Employee citations will be forwarded to the Business Office for collection of fines upon identification of the receiver of the citation. Unpaid employee fines will be forwarded to the Office of the Vice President for Finance and Administration.

**Towing Policy:** Vehicles may be removed from campus properties under the following circumstances: repeated violations of parking regulations, blocking vehicles, parking in no parking zones, loading zones, yellow curbs, outside stall lines, or on sidewalks or grass, parking in fire lanes, handicap spaces, reserved parking spaces, or vehicles belonging to individuals who have had their parking privileges revoked. Costs and penalties will be paid by the owner of the vehicle.

The responsibility for finding a legal parking space rests with the vehicle operator. Lack of convenient space is not a valid excuse for violation of regulations.

Upon withdrawal, suspension, or expulsion from school, or resignation or termination from employment, parking permits must be returned to the Office of Public Safety.

Saint Mary-of-the-Woods College monitors the parking areas but assumes no financial responsibility for the vehicles or their contents while parked on the campus parking lots.

Any motor vehicle abandoned on college property is subject to removal and impoundment at the expense of the owner or operator. Vehicles that are not currently licensed, not in obvious operating condition, or are out of service for 30 days or more will be considered abandoned and subject to ticketing and removal. Any unregistered vehicle is subject to ticketing and towing at any time. All expenses incurred will be the responsibility of the owner. Saint Mary-of-the-Woods College assumes no liability for any damage incurred during or after towing or immobilization.

**Saint Mary-of-the-Woods College reserves the right to change regulations as necessary.**

## PARKING VIOLATION FEE SCHEDULE

### 1.0 Registration and Non-Operation Violations

1.1 No or expired parking permit .....	\$ 10
1.2 Possession or use of lost, stolen, counterfeit, or altered permit* .....	25
1.3 Use of permit not issued to owner-operator.....	25
1.4 Allowing use of permit by non-owner .....	25
1.5 Vehicle immobilizing Device removal .....	50

### 2.0 Wanton Disregard for Rights of Others or Hazardous Violations

2.1 Reckless driving or speeding .....	\$ 25
2.2 Blocking parked vehicle .....	25
2.3 Parking in a fire lane* .....	25
2.4 Parking in a handicap space* .....	25
2.5 Blocking handicap ramp*.....	25
2.5 Parking in reserved space (President, VP, visitor, etc.)	25

### 3.0 Other Improper Parking

3.1 Wrong lot.....	\$ 25
3.2 Parking across, outside, or on stall lines.....	25
3.3 Parking on yellow curb .....	25
3.4 Parking on grass or sidewalk.....	25
3.5 Parking in no parking zone.....	25
3.6 Parking in loading zone.....	25

**\*Vehicles will be towed for these violations.**

Verbal or physical abuse of safety and security personnel by employees or students will not be tolerated. Violators will be reported to the director of human resources or the Office of Student Affairs. Physical abuse of security personnel may result in termination of employment or in suspension or expulsion from the College.