

**University Policy 400.04
PARKING**

Responsible Administrator: Vice President for Student Development and Services

Responsible Office: Office of Public Safety

Originally Issued: December 2011

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure administration of its parking rules and regulations.

Statement of Purpose

This policy sets forth requirements for parking at Claflin University.

Applicability

This policy is applicable to all employees, students, and visitors at Claflin University.

DEFINITION

Parking Zone - A parking area that bears one of the following designations: Student, Faculty/Staff, Reserved, Handicapped, General or Visitor.

GUIDELINES

Claflin University has established guidelines for campus parking. Appropriate University personnel will strictly enforce these parking guidelines.

Vehicle Registration and Parking Decal

All persons using the University's parking facilities must register their vehicle with the Office of Public Safety. Registration is to be completed at the beginning of each academic year or summer session. Information needed for vehicle registration includes: current class registration information, current vehicle registration, a valid driver's license, and proof of insurance.

The University provides a parking decal to an individual after a vehicle is registered. The fees for parking decals depending on the parking zone are as follows.

Claflin University Decal by Type	Cost
Evening Student	\$15
Commuting Student	\$25
On Campus Student	\$25
Faculty/Staff	\$50
Reserved	\$150

Parking decals must be clearly displayed on the left front windshield (driver's side) of the vehicle and, for motorcycles and bicycles, in a place designated by the Office of Public Safety.

Parking Fines and Appeals:

Any person who parks in an unauthorized parking space is subject to a fine or possible towing of the vehicle (see the schedule below).

Claflin University Schedule of Parking Fines	Fines
No valid decal displayed or improperly displayed decal	\$25
Parked in a no parking zone	\$10
Parked in reserved area	\$10
Blocking Vehicles/Roadway	\$10
Parked on the grass	\$10
Occupying two spaces	\$10
Parked in fire lane	\$10
Handicapped parking	\$100
Driving wrong direction on a one-way street	\$40
RESERVE PARKING SPACE TOW AWAY	

Parking fines may be paid by cash or money order (not personal check) at the Cashier's Office located in Tingley Memorial Hall, Monday - Friday between the hours of 8:30 a.m. – 4:00 p.m. To mail a parking fine, please remit a money order

(noting the citation number and license plate number on the money order) and include the citation itself. Parking fines should be mailed to:

The Cashier's Office

Clafin University
Tingley Memorial Hall
400 Magnolia Street
Orangeburg, South Carolina 29115

Appeals for Parking Citations

The University provides a structured means to appeal a citation and any person who receives a citation has the right to appeal. However, failure to follow the outlined appeals procedures will waive the right to appeal and will result in assessment of the fine.

Appeals process:

- Appeal for a parking citation must be made within seven (7) business days after issuance of the citation.
- Persons not affiliated with the University may submit a paper appeal form or may request an electronic form from the Clafin University Office of Public Safety.
- Appeals received after the deadline (seven days of the citation) will result in forfeiture of the right to appeal.
- Appeals are reviewed by the committee charged with review of parking citations and decisions are made within 14 days after receipt of an appeal.

Please submit appeals for parking citations to:

The Chief of Public Safety
The Office of Public Safety
Clafin University
400 Magnolia Street
Orangeburg, SC 29115
spearson@clafin.edu

Other Provisions

1. **Responsibility for Vehicles and/or Vehicle Contents - Clafin University assumes no responsibility for the care and/or protection of any vehicle or its contents while parked on the Clafin University Campus.**
2. New faculty or staff must register their vehicles within five (5) days after their date of employment.
3. Parking is prohibited at fire hydrants, in loading zones, driveways, alleyways or fire lanes and on sidewalks, walkways, or grass lawns.
4. Curb cuts, service drives or trash pickup areas may not be blocked at any time.

5. Faculty, staff, or students who must drive a substitute vehicle as a replacement for a registered vehicle, will be required to obtain a temporary decal from the Office of Public Safety.
6. Removal of a decal must occur under the following conditions:
When a new decal is purchased or issued;
With a change of status in vehicle ownership;
With a change of parking status which would change the type of decal; or
With a change in eligibility for car privilege or type of decal.
7. If a vehicle decal has to be replaced, a new decal must be purchased at regular cost.
8. Students employed on a part-time basis are eligible for regular student decals, not for faculty or staff parking decals.

Vehicle Operation Not Permitted

1. Freshmen students residing in campus housing are not allowed to drive or register a vehicle on campus.
2. Students participating in Claflin University summer programs are not allowed to operate a vehicle on campus.

RECOMMENDATIONS:

- Do not leave your vehicle unattended, with the engine running.
- Lock your vehicle whenever it is left unattended.
- Do not leave valuables visible.
- Know the license tag of your vehicle.
- Report all thefts, vandalism and suspicious activity to Public Safety.

