



Middle Georgia State University

Parking Policy

2017-2018

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1 *Introduction*

The Middle Georgia State University (MGA) Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. MGA promotes safety and requires all drivers and pedestrians observe Georgia traffic laws as well as the policy outlined in this manual.

Transportation issues, particularly those relating to parking, are of great interest to faculty, staff and students. This policy will ensure that University resources for parking are best utilized for the benefit of the whole campus community.

This policy applies to all MGA campuses. The main focus of the parking policy is to:

- provide parking access to the campus community

And

- ensure the safety of the campus community

As the campuses of the University expand, the location of parking lots and parking policy will change. Two main themes that affect parking lot configurations include (1) The University System of Georgia Master Plan for MGA and (2) the relocation of parking lots in conjunction with construction of new buildings. The University Master Plan will be implemented in stages as campus development progresses.

The MGA Police reserve the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The Department may on occasion need to close a parking area or roadway for a special event, safety reasons, or repair. The campus community will be informed when changes occur.

MGA PD also has the authority to ticket, immobilize, or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations. In addition, the police may relocate a vehicle if necessary when there is no response to a request to move it. The following articles are enacted as the official parking regulations for Middle Georgia State University. These policies are enacted under the provisions of the laws of the State of Georgia and the rules of the University System of Georgia to promulgate and enact such regulations.

2. *Permits*

All faculty, staff, students and visitors of the University that park a vehicle on any Middle Georgia State Campus or property controlled by MGA shall display a valid parking permit. Parking permits must be current and displayed in accordance with these regulations. Parking policies apply equally to motorcycle and other motorized vehicles. If an individual is both a student and faculty/staff member, their full-time status determines which permit they will receive. If an individual is part-time student as well as part-time faculty/staff, the individual will receive a faculty/staff permit. Student assistants and those employed through the University work study program are not permitted to register their vehicles as employees of the University. In an effort to assist the campus community with obtaining parking permits, several locations are available for convenience. Locations and time of operations are as follows:

<u>Location</u>	<u>Building</u>	<u>Department</u>	<u>Times of Operation</u>
Macon Campus	Campus Support Services	Police Department	24-7-365
Warner Robins Campus	WRC Academic Services Bldg.	Business Office	8:00 am- 05:30 pm (M-Thur.) 8:00 am- 12:00pm (F)
Robins Resident Center	WRC Academic Services Bldg.	Business Office	8:00 am- 05:30 pm (M-Thur.) 8:00 am- 12:00 pm (F)
Cochran Campus	Alderman Community Hall	Police Department	24-7-365
Eastman Campus	Terry Coleman Building	Police Department	24-7-365
Dublin Campus	Dublin Center Building	Police Department	8:00 am- 05:00 pm (M-F)

Permits are categorized as follows and are issued at the discretion of the University:

- Faculty/Staff Permits
- Resident Student Permits
- Commuter Student Permits
- Community Member Permits
- Temporary Handicap Permits
- Temporary/Visitor Permits
- Vendor Permits

Students must present a valid student identification card, license plate number, and accurate vehicle description in order to receive an MGA parking decal.

2.1 Faculty/Staff Permits

All faculty and staff members of the University shall apply for a parking permit upon employment that will allow for parking on any Middle Georgia State Campus. Faculty and staff parking spaces can be recognized by signage and/or designated wording within the parking spaces. In addition, faculty and staff spaces are indicated by parking stripes painted green which denotes students are not allowed to use these areas. Faculty and staff are prohibited from parking in WRC Library reserved parking spaces. Faculty/Staff permits must be properly displayed on the rearview mirror with the permit number facing out while on campus. Permits are non-transferrable and are valid only for the vehicle/individual it is registered to. Faculty/staff permits must be returned to the MGA Police Department upon resignation or termination of employment. Faculty and staff members that are assigned individual parking spaces that specifically designate their position or department are not required to possess or display a permit; however they are required to maintain current vehicle registration with MGA Police. Only Faculty/Staff spaces that indicate they are for general use after specified times may be used by other members of the campus community. MGA employment entitles faculty and staff members of the campus community to receive up to (2) parking permits per academic year. Additional permits may be purchased for a charge of \$10.00 each. Vehicle registration fees are non-refundable. Temporary and Visitor permits may be obtained free of charge.

2.1.1 Resident Student Permits

A Resident Student is any valid student living in a MGA designated Residence Life facility on any Middle Georgia State Campus. Resident students must register their vehicles and obtain a current parking permit within the first (5) calendar days of each semester. All resident students must maintain current and valid student status with the Office of Residence Life for Resident Parking Permits to remain current. Resident Parking Permits are valid in assigned Resident Parking Lots near each Residence Life facility. These permits allow students to park their vehicles overnight in Resident parking lots. Resident decals have to be renewed each semester. Expiration dates are provided on the decal.

Resident Permits are allowed to park in white lined parking spaces on any MGA campus, with the exception of the Cochran campus. Cochran campus residents are required to park in designated resident areas only and may not park in commuter lots at any time. GAMES residents are required to park in the designated GAMES residential lot only. Residents are prohibited from parking in any faculty/staff, handicap, police, fire, plant operations, visitor, conference, WRC Library reserved, or any other space not specifically designated for standard student parking. Resident Parking Permits are issued to individuals and their respective vehicles and may not be transferred to another individual and/or vehicle.

Resident students may have only one vehicle on campus, and shall only be issued one parking permit. If a resident student replaces his/her vehicle with another vehicle during the academic year or summer session, the student must cancel the original permit and acquire a permit for the new vehicle according to the regulations stipulated in this policy. Decals are issued to one specific vehicle and CANNOT be transferred to another vehicle.

Resident students who have a parking permit and whose student-status changes from resident to commuter during the academic year must immediately notify the MGA Police of their status change in order to apply for a new permit that will reflect the new status. Such a permit change-over is free of charge.

Resident students are responsible for their guests in or on University premises. All guests must sign in with Residence Life or security upon entering residential property. Guests are required to provide the name of the resident they are visiting as well as vehicle information. Guests are only permitted to stay until midnight unless an overnight stay has been pre-approved by Residence Life Staff. Guests shall have a copy of the approval and be prepared to present it to security personnel. Security reserves the right to deny admittance to anyone that cannot provide adequate documentation or that acts in a discourteous or unruly manner. Residents may face sanctions under the Student Code of Conduct and/or Residence Life for the behavior of their guests. Behavior issues by guests and Residents may also be addressed by MGA Police in areas where laws have been violated.

Resident students will be charged \$25.00 for any guest assigned to them that does not vacate the premises by midnight unless otherwise approved for overnight stay. The resident student will be cited for "Expired Guest Parking" through the BOSSCARS parking system.

2.1.2 Commuter Student Permits

A commuter student is any valid student living in a non-University owned or leased property. Every commuter student must register his/her vehicle(s) with the MGA Police and obtain a current parking permit within the first (5) calendar days of each semester. Commuter Parking Permits are issued to individuals and their respective vehicles and may not be transferred to another individual and/or vehicle. The permit allows commuter students to park on any Middle Georgia State Campus in designated student parking spaces which can be identified by white striping. Commuter students are not allowed to park in spaces painted green, yellow, red, blue, or specialty spaces designated by signage or other traffic control device. This includes Visitor spaces and WRC Library reserved parking. Permits have to be renewed each year in the fall. Expiration dates are provided on decals.

Commuter students who have already obtained a permit from the University may register an additional vehicle at no charge. After the 2nd vehicle registration any subsequent registration will require a \$10.00 fee per vehicle. Each vehicle must be issued a unique permit—and display that permit—in order to park legally. If a permit is found to be displayed on a vehicle other than the vehicle to which the permit was issued, that vehicle is subject to a citation and/or boot for falsification. Commuter students who have a parking permit and whose student-status changes from commuter to resident must immediately notify the MGA Police. A new permit will be issued to reflect the change in status. Such a permit change-over is free of charge. Decals are issued to one specific vehicle and CANNOT be transferred to another vehicle.

MGA Police must be notified of any license plate (tag) change on any registered vehicle within 3 business days. Decal owners are responsible for any and all citations issued to vehicles before the previous decal is declared void by the police department.

2.2 *Handicap/Temporary Handicap Permits*

Handicap Parking Permits, either state-issued or University issued, are required at all times to park in MGA handicap spaces. Handicap permits may be issued by Middle Georgia State University upon receipt of a letter from the requestor's doctor's office requesting a handicap parking permit. For faculty and staff, these letters must be directed to Human Resources. For students, these letters must be directed to Disability Services. Human Resources or Disability Services will determine what parking accommodations are to be made, and issue a Temporary Handicap Parking Permit.

Temporary Handicap Parking Permits may be requested by anyone requiring a temporary handicap permit. Individuals can be issued a MGA handicap permit, or any other permit which meets their medical/physical needs, for up-to (1) semester. After 1 semester, medical documentation from the requestor's medical provider must be provided to Human Resources or Disability Services, as appropriate, to receive any additional amount of time of handicap parking.

2.3 *Temporary/Visitor Permits*

Temporary Permits are available to faculty, staff, students and others who exceptionally require parking at a MGA campus on a short term basis. Temporary permits issued will not exceed (14) days (limit 3 per semester) without permission from the Chief of Police of his/her designee. Examples of those eligible under this category include distance learning students, conference attendees, rental cars, or regular students who do not normally study at Middle Georgia State but are required to attend classes on a short term basis. Other examples include faculty or staff employed on a Middle Georgia State Campus on a short term basis. Temporary Permits may be obtained through MGA Police and are free of charge. Temporary Permit holders are permitted to park in parking spaces designated for their status as a faculty/staff member or student.

When driving a replacement or temporary vehicle, individuals **MUST** report to the MGA Police to register the vehicle and receive a temporary permit. Temporary Permits will be displayed in accordance with instructions on the permits.

Middle Georgia State University welcomes visitors who have business on campus. All visitors should report to the MGA Police for a Visitor's Parking Permit unless they have made prior arrangements with the University to obtain one. This entitles the visitor to park in an allocated visitor parking space. If visitor spaces are not available, visitors may be directed to park in another parking space by representatives or officials of the University. Visitor Parking Permits are also provided to University departments for distribution to the department's guests. For the purposes of this policy, a department guest is an individual whose participation with and subsequent parking at Middle Georgia State is specifically requested by a department for the purposes of contributing to the academic and/or institutional mission of the department.

Parking registration for conferences or continuing education courses will be administered through the Department of Continuing Education. Attendees will be provided parking permits that will allow for parking in designated areas. These permits will be disseminated electronically upon course registration or manually by the instructor on the first day of class.

Temporary permits will become void if altered in anyway. Offenders are subject to a \$100.00 fine.

If a valid visitor of the University is issued a citation all fines will be waived upon notification to the police department. Notification can be made in person, by mail, e-mail, or via telephone.

2.4 Drivers with Disabilities

The University is committed to ensuring that those who have special needs have every possible assistance in accessing University premises for the purpose of academic study and employment. Parking spaces for disabled drivers are located as close as possible to the most appropriate entrance of the University building, having due regard for:

- State and federal rules, regulations, and laws
- The health and safety of persons with mobility impairments
- Access for persons requiring use of Middle Georgia State facilities

There is no limit on the number of parking spaces allocated for disabled drivers but the minimum will comply with current state and federal requirements.

2.4.1 Designated Parking Areas

The following curb/surface color scheme, in addition to appropriate signs shall designate parking for the campuses of Middle Georgia State University. In the event of a conflict between a sign and a curb color, the sign shall always take precedence.

1.	Yellow	No Parking Zone or Visitor As Indicated	Designated by Painted Signage and/or Striping
2.	Red	No Parking- Emergency/Fire Zones	No Parking Anytime 24 Hours Daily
3.	Green	Faculty and Staff Member Parking	Faculty/Staff Only Unless Otherwise Noted on Pavement
4.	White	Commuter Student Parking or Visitor as Indicated	See Student Zone Parking Below
5.	Blue	Handicap/ADA Parking	Permitted Handicap/Disabled Persons -24 Hours Daily
6.	Orange	Resident & GAMES Parking	See Student Zone Parking 2.4.2 Below

- **Faculty, staff, and students are not allowed to park in visitor parking spaces and are not considered visitors of the University.**
- **Students are not allowed to park in Faculty/Staff spaces unless the spaces specifically are painted to indicate such for a particular time period.**

2.4.2 Student Zoned Parking Designations (24 Hours Daily/365 Days Annually)

1. Student "C" Permits: Restricted to white lined spaces assigned to commuter students (All Campuses).
2. Student "RM" Permits: Restricted to white lined spaces assigned to students and University Pointe Apartments parking on the Macon Campus.
3. Student "RC" Permits: Restricted to Residential lots indicated by signage and/or orange outlined spaces on the Cochran Campus.
4. Student "RE" Permits: Restricted to white lined spaces assigned to students and the Aviation Hall Residential lot on the Eastman Campus.
5. Student "G" Permits: Restricted to Residential parking lot for GAMES Students only as indicated by signage and/or orange outlined spaces on the Cochran Campus.

2.5 Student Permit and Parking Expenses

Registration fees for parking are \$10.00 per semester including summer. Registration is included in student fees, which are paid at the beginning of each semester. Students shall present their course registration receipt at the time of vehicle registration. Parking fees entitle members of the campus community to receive up to (2) parking permits per academic year. Additional permits may be purchased for a charge of \$10.00 each. Vehicle registration fees are non-refundable. Temporary and Visitor permits may be obtained free of charge. Students may be asked to present institutional registration receipts at the time of vehicle permit application to ensure payment of fees. Vehicle registration fees are non-refundable. No more than one current motor vehicle registration permit can be displayed on a single motor vehicle. Students will not be permitted to register for classes, receive transcripts, or receive diplomas until all fines are resolved. There shall be a rebuttable presumption that any vehicle on campus which is owned by a family member of a student or employee is being operated by the student or employee.

2.6 Exceptional Circumstances Access to Restricted Parking Spaces

The University reserves the right to allocate a parking permit to individuals, either faculty, staff or student, in exceptional circumstances that will provide access to specific restricted access parking spaces. Requests must be submitted in writing to the Chief of Police outlining the circumstances for which the permit is requested. Exceptional circumstances permit holders will be exempt from parking charges. Issuance of a permit does not guarantee a parking space.

Overnight or extended parking of campers, vans, buses, etc., utilized as living and sleeping quarters within the defined limits of property owned, leased, rented, or controlled in anyway by the University is not permitted unless approved by the Chief of Police or his/her designee.

3. Permit Holders – Conditions of Use

3.1 General Conditions

All permit holders must comply with the rules governing the use of the University parking facilities as outlined in section 4.

Permit holders are required to display their issued permit outside their vehicle, on the bottom left hand (driver's side) corner of the rear windscreen at all times. The permit must be properly affixed. It is applied by removing the permit (decal) backing and applying the adhesive side directly to the vehicle windscreen in the location previously noted. Other devices or techniques to affix a parking permit to a vehicle are not permitted and could result in a citation for failure to properly display a parking permit. If the permit fails to properly affix the driver of the vehicle should contact the MGA Police to receive a replacement free of charge. The defective permit should be returned at that time to parking officials.

Vehicle registration is not complete until the decal is permanently affixed using all of the prescribed methods contained in this chapter.

All permits remain the property of the University and are not transferable. If a permit is lost or misplaced, notification should be made to the MGA Police so that the old permit can be deactivated and a new permit issued. Replacement permits will be issued at the owner's expense at a rate of \$10.00 per permit. In addition, if a permit is stolen a police report must be filed with the MGA Police. Permits that are stolen will be reissued free of charge with a police report.

Permits must be returned to MGA Police if:

- a permit is revoked for any reason
- the permit holder ceases working for the University
- the permit is no longer required for any other reason
- if the person to whom the permit was issued ceases to be a student

It is prohibited to alter, tamper, duplicate or forge in any way Middle Georgia State University parking permits. This will render the permit invalid and may result in disciplinary action or criminal prosecution.

4. Rules Governing the Use of Middle Georgia State University Parking Facilities

4.1 Introduction

MGA Police are charged with the responsibility and authority to enforce the University's parking policies and regulations. All vehicles on Middle Georgia State University property are subject to these regulations. MGA parking facilities include the Nola Brantley Library parking spaces allocated on the Warner Robins campus. Furthermore, compliance with the following regulations is a condition of enrollment and/or employment at Middle Georgia State University. Operating a motor vehicle on University property is a privilege, which is conditioned, in part, of compliance with these rules and regulations. Middle Georgia State assumes no liability or responsibility for damage or theft to any vehicle parked in or on University property. These regulations are applicable to all members of the University community including, but not limited to faculty, staff, students, visitors, contractors, and vendors.

4.2 Enforcement

The Middle Georgia State University Parking Policy applies throughout the calendar year and is enforced 24 hours a day, 7 days a week, 365 days a year. To enforce the rules and regulations, the MGA Police are authorized to issue citations, immobilize vehicles, and pursue collections action against violators.

Equipment utilized in parking and traffic enforcement is University property. Vandalizing or destroying, call boxes, vehicle immobilization devices, signs and markings, and/or citations is strictly prohibited.

Citations are issued to vehicle permits, not vehicle operators. In the case of resident guest violations, citations are issued to the resident that the guest is visiting. Citations issued to vehicles remain a valid and binding fine, regardless of the vehicle operator. The registered owner of a vehicle is considered fully responsible for all citations issued to his/her vehicle, regardless of the vehicle operator at the time of citation issuance.

Fines accrued by violating the parking policy constitute a lasting financial obligation to the University by the violator until such time as the citations are paid.

An initial citation may be voided as a warning to provide an additional opportunity to explain University parking policies to the violator. Depending on the circumstance and severity of the violation the MGA Police reserve the right to deny this privilege. Any citation that is reduced to a warning must be approved by the Chief of Police.

Citations may be paid using cash, personal check, cashier's check, money order, or acceptable credit card. Payment of citations will be made at the Middle Georgia State Bursar's Office in the Student Life Center for the Macon campus or the Administrative Office in Academic Services Building on the Warner Robins Campus. Payments for the Cochran campus can be made in the Burar's Office and for the Eastman campus in the Terry Coleman Building. Payments made at Dublin campus can be remitted at the Dublin Center Building.

4.3 Failure to Comply

All Middle Georgia State University faculty, staff and students as well as visitors shall be subject to the University parking policy. Details of all offenses will be documented and recorded and will be stored in accordance with the Data Protection Act.

4.4 Regulations

- 4.4.1 Vehicles are only to be parked on Middle Georgia State property when the driver has legitimate business at the University.
- 4.4.2 Any vehicle parked on University property must comply with the Middle Georgia State Parking Policy.
- 4.4.3 Any vehicle parked on Middle Georgia State property must display a valid MGA Parking Permit.
- 4.4.4 All parking facility users have a responsibility to act in a civil manner towards MGA Police personnel. Failure to do so will result in disciplinary action being taken.
- 4.4.5 Parking is available on campus for visitors with legitimate business. All visitors are to report to MGA Police or Business Office where they will be issued a one-day visitor's permit which must be clearly displayed on their rear windscreen. Any vehicle parked in a visitor space without a valid permit may be subject to the inconvenience of verification. Visitors who have not made prior arrangements may have to be verified with the person or persons they are visiting. Parking registration for conferences or continuing education courses will be administered through the Conference Center. Attendees will be provided parking permits that will allow for parking in designated areas. These permits will be disseminated electronically upon course registration or manually by the instructor on the first day of class at no charge.
- 4.4.6 Any parking for the purpose of making deliveries shall be limited to 15 minutes or such other period authorized by MGA Police. Any vehicle exceeding the approved time may be cited. Special parking permissions can be granted for short durations of time for loading and unloading when approved by the police department.
- 4.4.7 Posted speed limits will be observed at all times.
- 4.4.8 All persons are expected to follow lawful driving practices while on campus. Any action which would be considered an offense in a court of law will be considered an offense on site.
- 4.4.9 Persons parking vehicles on University property do so at their own risk. No responsibility or liability is accepted by the University, its employees or its agents for damage to or loss of any vehicle, or its contents while parked on University property.

- 4.4.10 Vehicles without a current state registration or which are not insured must not be parked anywhere on Middle Georgia State premises. The University may also take legal action against persons breaching the rules and reserves the right to initiate any other appropriate legal procedures available.
- 4.4.11 All accidents and/or injuries in any Middle Georgia State parking area must be immediately reported to the MGA Police.
- 4.4.12 Access to all University premises, including parking lots, is by permission of Middle Georgia State University. The University retains the right to refuse entry to parking lots and to require users to leave parking areas and to remove their vehicle, any time at its own discretion.
- 4.4.13 The University may authorize parking lots to be temporarily closed and dedicated for specific and temporary operational purposes.
- 4.4.14 Vehicles must be properly parked within a designated parking space with the front of the vehicle at the top of the parking space. Pulling through a space into another for parking purposes is prohibited as is backing into parking spaces. In addition, parking against the flow of traffic on streets is prohibited.
- 4.4.15 Major repair work, servicing or valet services of vehicles is strictly prohibited within the parking areas of Middle Georgia State unless authorized to do so by MGA Police. When a vehicle is stranded due to a mechanical failure, temporary access will be permitted for tow-vehicles for the purpose of completing minor repair and/or recovery.
- 4.4.16 Parking is prohibited specifically in the following areas, locations or circumstances:
- a) On yellow lines, areas hatched with lines, or areas denoted as prohibited
 - b) In a location which blocks entry or exit for emergency or delivery vehicles: for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes
 - c) On grass areas, sidewalks or turn around areas
 - d) In areas temporarily closed off and dedicated by the University for specific and temporary operational purposes
 - e) In an area marked as temporarily or permanently allocated for use by visitors or for maintenance or construction work
 - f) In areas for which the permit displayed does not apply
 - g) Parking without a permit in a permit only area
- 4.4.17 Pedestrians are afforded right-of-way on all University streets and parking facilities
- 4.4.18 Speed on campus shall not exceed 15 miles per hour at any time unless allowed by law.
- 4.4.19 Visitor parking spaces are for use by campus visitors only. Campus community members are not considered visitors and will be ticketed or towed for violations.

- 4.4.20 Police, emergency, and/or service vehicles may stop, stand, or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not however, be left unattended blocking a fire hydrant.
- 4.4.21 Parking at or near baseball fields, athletic complexes, and/or recreation facilities owned, leased, or controlled by the University is at the vehicle operator's own risk.
- 4.4.22 Posted stop signs will be observed at all times.
- 4.4.23 No person shall install any material upon the windshields or windows of any motor vehicle, the installation of which would result in a reduction of light transmission or an increase in light reflectance in violation of state law.

4.5 Handicap Parking Regulations

- 4.5.1 Any vehicle displaying a valid handicap permit may park in any handicapped, faculty/staff or student parking space at the University.
- 4.5.2 Vehicles must display a valid handicap permit at all times when parked in a handicap parking space.
- 4.5.3 Any vehicle parked in a handicap space for more than 3 days without a Middle Georgia State permit is considered a member of the University community and must obtain and display a parking permit to continue parking in handicap parking spaces.

4.6 Motorcycle, Scooter, and Bicycle Regulations

- 4.6.1 Motorcycle, moped, and scooter operators must register their vehicles with the MGA Police and obtain a permit. Motorcycle permits allow a motorcycle to park in motorcycle parking or motor vehicle spaces on campus. Motorcycles may not park in bicycle parking areas or on sidewalks. Motorcyclist are encouraged to occupy spaces specifically designated for motorcycles, but reserve the right to park in motor vehicle spaces when motorcycle spaces are not available. Motorcycles may park in a vehicle space as long as not a hazard to another vehicle and when no other vehicle already occupies the space.
- 4.6.2 Motorcycles, mopeds, and scooters are not allowed to bypass any closed faculty/staff lot gated entrances or exits and are prohibited from riding through the gated restricted areas.
- 4.6.3 Mopeds may be secured to bicycle racks. Mopeds are two wheel vehicles with a piston displacement of less than 49cc's. Scooters will conform to the same parking standards as motorcycles and are described as two wheel vehicles with a piston displacement between 50 to 250cc's. Furthermore, a Scooter is defined by the Federal Motor Vehicle Safety Standards, §571.123, as a motorcycle that:
- Has a platform for the operator's feet or has integrated footrests,
 - Has a step-through architecture, meaning that the part of the vehicle forward of the operator's seat and between the legs of an operator seated in the riding position, is lower in height than the operator's seat
- 4.6.4 Bicycles parked on campus must comply with the following regulations:
- When driven on streets or in areas intended for use by motor vehicles, bicycle riders will observe all applicable traffic rules and regulations applicable to motor vehicles.
 - When parked, bicycles must be in bicycle racks or other spaces/areas designated for their use.

- Bicycles must be parked clear of sidewalks, ramps, building entrances and handrails/fences.
- Middle Georgia State reserves the right to remove abandoned bicycles at its discretion.

4.6.5 Motorcycles, Mopeds, Scooters, and Bicycles will conform to the same parking regulations as traditional vehicles where applicable.

4.7 Tailgating (Gate-Running) & Unauthorized Card Access

The Tailgating (or Gate-Running) Policy is to deter vehicles from entering or exiting a parking area, lot, structure, or deck by driving directly behind a valid vehicle entering/exiting the area on the same gate cycle. This is usually done by persons without a valid permit or gate card or permit holders that have lost their access card, and/or are attempting to enter or exit without authorization or payment. This is a safety hazard and is also considered a theft of services. Violators endanger themselves and the vehicle they are tailgating behind and risk possible damage to the parking equipment. Violations will result in a \$100.00 fine multiplied by the number of total tailgating violations a person has received. For example; first offense = \$100.00, second offense = \$200.00, third offense = \$300.00. A Student Affairs referral may be issued for students who commit this violation. University employees may be reported to their supervisors, department chairs, or VP for violation of employee conduct rules. Persons may also be charged criminally for criminal trespass and/or criminal damage to property depending on the severity of the violation.

In instances where a resident allows his/her gate access card to be used by an individual for which the card is not registered, the registered card holder will be fined the same as a gate-running violator. Residents shall not use access cards except as intended and will not allow use of their cards by others. In addition, non-student violators entering by way of an unauthorized card swipe will be criminal trespassers from residential facilities by University Police.

4.8 Citations

A citation must be settled within seven (7) calendar days at the Bursar's Office in the Student Life Center on the Macon Campus or in the Business Office of the Academic Services Building at the Warner Robins Campus. Persons located on the Cochran campus may pay fines in the Bursar's Office in Georgia Hall or at the MGA Police Department in Alderman Hall. Fines for the Eastman Campus can be paid at the Bursar's Office in the Terry Coleman Building and Dublin Campus citations can be paid at the Bursar's Office located in the Dublin Center Building. Hours for ticket payments to administrative staff are Monday through Thursday from 8:00 am until 5:30 pm and Friday from 8:00 am until 12:00 pm. Online payments can be made through SWORDS. Online payment instructions can be found at <http://www.mga.edu/bursar/epayment.aspx>. Failure to settle fines within the specified time will result in an additional late fine of \$20.00 per violation category, loss of appeal rights, and possible disciplinary action.

The citation fine structure is as follows:

- \$100.00 Altering, Duplicating, or Fraudulent Use of a Permit
- \$75.00 Unauthorized Parking in Handicapped Spaces/Areas
- \$25.00 Unregistered Vehicle
- \$25.00 Improper Parking, Double Parking, or Parking in Driveways
- \$25.00 Obstructing Traffic or Driving in Undesignated Areas
- \$25.00 Parking in Unauthorized Areas or Those Not Designated for Parking
- \$25.00 Parking in Areas Designated for Faculty, Staff, and Visitors
- \$25.00 Parking in Areas Designated for Police, Fire, or Plant Operations
- \$25.00 Parking on Crosswalk, Access Walk, Loading Zone, or Near Buildings
- \$25.00 Failure to Display Permit in Accordance with Established Parking Policy
- \$10.00 Improperly Displayed Permit
- \$25.00 Parking on Yellow or Red Curb (Bus Stop/Emergency Vehicles Only)
- \$25.00 Parking on Sidewalk or Grass/Lawn Areas
- \$25.00 Overtime Parking
- \$25.00 Parking in Reserved Parking or Area Not Permitted For
- \$30.00 Entering Through an Exit or Exiting Through An Entrance
- \$10.00 Backing In/Pulling Through a Parking Space
- \$25.00 Expired Permit
- \$25.00 Expired Guest Parking (Resident Students)
- \$25.00 Library Only Parking (WRC)
- \$25.00 Stop Sign Violation
- \$25.00 Window Tint Violation
- \$100.00 Tailgating (Gate-Running) – Fine will be multiplied by number of offenses
- \$20.00 Late Payment Fee
- \$20.00 Boot Removal Fee

4.9 Citation Appeals

If a person believes a citation has been issued unfairly, the citation may be appealed. Appeals for Middle Georgia State University parking tickets must be made within 7 calendar days from the date the ticket is issued.

Individuals may appeal parking citations by completing and submitting an appeals form through SWORDS on the BossCars appeal area of the online site. During the appeals process an in-person hearing will not be conducted. Initial appeals will be reviewed by the Chief of Police or designee. Initial appeals are only reviewed for errors, omissions, or situations where technical issues may exist. If an appeal is denied a respondent may further appeal within 3 days of the initial appeal response. The respondent must submit an e-mail to police@mga.edu requesting further review by the Assistant Vice President of Student Affairs. The e-mail correspondence should include the citation number, faculty, staff, or student number and the appeal plea itself. Middle Georgia State University reserves the right to allow substitutions when necessary.

Appellants may view the decision of their initial appeal by returning to BossCars through SWORDS. **Initial appeal decisions will not be mailed or e-mailed.** For second appeals, petitioners will be e-mailed the Assistant Vice President of Student Affairs' response. The decision of the Assistant VP of Student Affairs is final and binding. In order for your appeal to be processed in a timely manner, pertinent documentation should be submitted when the appeal is filed. When an appeal decision is not in favor of the appellant, the petitioner will have (3) business days to resolve the fine. Payment will be made at the locations cited in the "Citation" section of this policy. After (3) business days citations not paid will be subject to the standard \$20.00 per citation late fee.

4.10 Vehicle Immobilization (Towing/Booting)

If a vehicle is impeding the free flow of traffic, has over (3) outstanding parking violations, or fines in excess of \$100.00 it can be towed or immobilized with a boot. This policy applies to repeat offenders even when citations are paid if it is determined that violations are continually occurring in the same areas. Citations are a method of warning the vehicle owner. When citations fail to correct violations, it may become necessary to tow or boot a vehicle. Illegally parked vehicles may also be towed from lots when a lot complaint is received and/or a lot is full with multiple illegally parked vehicles.

Vehicles may be ticketed, towed and/or booted at the owner's expense under the following circumstances:

1. Vehicles with three or more unpaid citations.
2. Repeat Offenders: Vehicles with five or more (paid or unpaid) citations received within a Semester.
3. Vehicles displaying a falsified, lost, stolen, or unauthorized permit may be immobilized Immediately. Individuals found to have caused, committed, or benefited from the falsification of permits, possession of lost permits, the possession of a permit reported to be stolen, or the improper possession of a permit issued to another individual/program/office are subject to a MGA Police investigation, and referral to Student Affairs or Human Resources as appropriate.
4. Illegally parked vehicles that are in a fire lane, police space, handicap space or other restricted space.
5. Parking or blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, restricted or reserved spaces.
6. Overtime parking in a time restricted space.
7. Possession of a permit obtained by falsifying information.
8. Vehicles with unpaid fines in excess of \$100.00

4.10.1 Boot Removal and Vehicle Recovery

1. An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window and windshield).
2. If arrangements have not been made by the registered driver of the vehicle to remove the boot within 5 days of the boot being placed on the vehicle, the vehicle is subject to towing. An illegally parked vehicle will still receive citations while the boot is in place. Once a vehicle has been booted and subsequently towed, the registered driver/owner will be responsible for all fees incurred (including citations incurred, boot removal fee, and towing/storage fees).
3. If a vehicle is towed or immobilized, the registered driver/owner responsible must report to the MGA Police to make arrangements to recover the vehicle.
4. Customers must pay a **\$20.00 boot removal fee** and any unpaid citations associated with the vehicle prior to removal.

Middle Georgia State University assumes no liability during the application or removal of a parking boot. Any vehicles on University property meeting the above criteria are subject to towing and/or booting. Once a vehicle is immobilized the boot will only be removed after all open citations have been paid.

After a vehicle remains booted in excess of 30 calendar days without the vehicle owner contacting the MGA Police Department, the vehicle is considered abandoned and subject to the following:

- The vehicle may be investigated and/or ticketed by the MGA Police
- The vehicle may be towed and impounded by the MGA Police at the University's discretion.

The University assumes no liability for impoundment or impounded vehicles. At the time of impoundment, the vehicle owner is responsible for payment of all impoundment, storage, and disposal fees assessed by the private towing company. Once impounded by a private contractor, the vehicle owner has 30 days to pay the contractor before the vehicle is disposed of by the contractor.

4.10.2 Inoperable Vehicles

If a motor vehicle becomes inoperable, the operator and/or owner should notify MGA Police as soon as possible and provide the approximate length of time before the vehicle will be moved. The time limit for an inoperable vehicle in an authorized area on campus is 48 hours. After 48 hours, the vehicle will be removed from campus at the owner's expense. In instances where the vehicle is in an unauthorized area or is blocking traffic, the police department reserves the right to have the vehicle moved immediately at the owner's expense. Vehicle operators are responsible for any parking citations received on their vehicles before notification to the police department that the vehicle is inoperable.

5.0 Collections

Citations open in excess of 30 calendar days are subject to collection action up to and including referral to a collection agency. In addition, an administrative hold will be placed on all Banner records and information for non-payment of debts.

6.0 On-Campus Traffic Rules

MGA Police Officers are state mandated law enforcement officials with the powers of arrest. As such they are charged with the enforcement of state laws, rules, and regulations as well as rules and policies of the University. Traditional traffic charges for violations made on public roadways contained in or around the University are cited under state law and are referred to the Bibb, Bleckley, Dodge, or Laurens County State Courts for prosecution. Violations that occur on the property of Middle Georgia State are contained in Section 6.0 of the MGA Parking Policy. Violations of this section shall be cited in accordance with this policy and are protected by the same due process as parking violations.

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