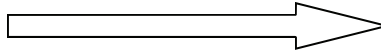


## PARKING CITATION FINES

- \$75.00 - Unauthorized parking in handicapped spaces/areas
- \$25.00 - Unregistered vehicle
- \$25.00 - Improper parking, double parking, or parking on 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
- \$50.00 - Parking in areas designated for police, fire, or plant operations
- \$25.00 - Parking on a crosswalk, access walk, loading zone, or near buildings
- \$25.00 - Failure to display permit in accordance with established parking policy
- \$25.00 - Parking on yellow curb (bus stop/emergency vehicles only)
- \$25.00 - Parking on grass/lawn areas
- \$25.00 - Overtime parking
- \$25.00 - Parking in reserved parking or area not permitted for
- \$30.00 - Entering through an exit (moving violation)
- \$30.00 - Exiting through an entrance (moving violation)
- \$10.00 - Backing/Pulling through a parking space
- \$25.00 - Expired permit
- \$25.00 - Expired guest parking (resident students)
- \$20.00 - Late payment fee
- \$10.00 - Boot removal fee

A citation must be settled within seven (7) calendar days. Payments should be made to the Middle Georgia State College Business Office.

For complete information on the Middle Georgia State College Parking Policy, including permits, conditions of use and rules governing college parking facilities, please visit this web address



Department of Public Safety

Macon Campus  
Campus Support Services  
(478) 471-2414

Cochran Campus  
Alderman Hall  
(478) 934-3002

Warner Robins Campus  
Academic Services  
(478) 731-9901

Dublin Campus  
Main Building  
(478) 274-7751

Eastman Campus  
Main Building  
(478) 374-6403

### OFFICE HOURS

Mon-Thur: 8:00am - 5:30pm

Fri: 8:00am - 12:00pm

Sat/Sun: Closed

Police Officers are available 24 hours a day, 7 days a week.



# Parking Appeal Procedures



[www.mga.edu/police/docs/parking\\_Policy.pdf](http://www.mga.edu/police/docs/parking_Policy.pdf)

## **MIDDLE GEORGIA STATE COLLEGE PARKING POLICY**

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

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

This policy applies to all Middle Georgia State College campuses.

The main focus of the parking policy is to provide parking access to the campus community and to ensure the safety of the campus community.

The Department of Public Safety reserves 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 of Public Safety 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. The Department of Public Safety 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 Department of Public Safety may relocate a vehicle if necessary when there is no response to a request to move it.

## **PARKING TICKET APPEALS**

If a person believes a citation has been issued unfairly, the citation may be appealed. Appeals for Middle Georgia State College 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 Banner on the BossCars appeal area of the online site or following these steps:

1. Sign into your BannerWeb account
2. Click on the "Personal Information Tab".
3. Click on "BossCars".
4. Click on "Outstanding Citation".
5. Submit your appeal.

## **APPEAL PROCESS**

During the Appeals process, an in-person hearing will not be conducted. Initial appeals will be reviewed by the Department of Public Safety. Further appeals must be made within 3 days of the initial appeal reply and will be forwarded to the Parking Appeals Panel through Student Affairs. The appeals committee may be comprised of (1) Student, (1) Faculty Member, and (1) Staff Member. Middle Georgia State College reserves the right to allow substitutions when necessary as well as replace panel members periodically.

In order for your appeal to be processed in a timely manner, all pertinent documentation and statements should be submitted in writing when the appeal is filed.

## **APPEAL DECISIONS**

Appellants may view the decision of their appeal by returning to BossCars through Banner Web.

Decisions will not be mailed or e-mailed and the decision of the Appeals Panel is final and binding.

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.

## **APPEAL PANEL HEARING**

The Parking Appeals Panel will meet approximately once a month to review parking ticket appeals and to render decisions. The appellant does not need to be present but will not be excluded from speaking briefly to the panel hearing. Appellants will not be allowed in the room during deliberation. The Parking Appeals Panel's decision is final and binding.

### **SPRING 2013 APPEAL HEARING DATES**

February 1, 2013  
February 22, 2013  
March 29, 2013  
April 26, 2013