# BELLARMINE UNIVERSITY
# CAMPUS PARKING AND TRAFFIC REGULATIONS

The Department of Public Safety and is responsible for enforcing all parking rules and regulations pursuant to the authority conferred by the University. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes payment of fines.

***VEHICLE REGISTRATION AND PARKING PERMIT DECAL***

- All University personnel and students must register any vehicle parked on campus and obtain a parking permit decal.
- All vehicle registrations and parking permit decals expire July 31 of each year.
- Display the decal on the **OUTSIDE OF THE REAR WINDOW ON THE DRIVERS SIDE OF THE VEHICLE.**
- On motorcycles and motorbikes place the decal where it is visible on the rear of the motorcycle/motorbike.
- The parking permit fee for students is included in the comprehensive fee. If you drive more than one vehicle to school, one additional permit can be obtained at no additional charge. Request for a 3rd permit must be submitted in writing / email to the Director of Public Safety. The vehicle must be owned by the registrant or a member of his/her immediate family.
- Parking permit decals for students will be issued by the Office of Public Safety, room cc 055 Horrigan Hall, Monday through Friday 8 a.m. to 8 p.m.
- All faculty and staff members' parking permit decals must be obtained at the Bursar's window at a cost of $80.00. (Parking permit decals purchased after December 15 are $ 40.00). Credit card payments may be made on-line via your http://my.bellarmine.edu Employee Information. The Bursar's Office accepts MasterCard, Discover and American Express. Cash or check is accepted at the Bursar's window. If you drive more than one vehicle, one additional permit can be obtained at no additional charge. Request for a 3rd permit must be submitted in writing / email to the Director of Public Safety. The vehicle must be owned by the employee or a member of his/her immediate family.
- Faculty and staff with a Bellarmine License Plate will receive a 50% discount off the permit fee. To obtain the discount the vehicle registration form must be shown to the Bursar's Office when purchasing a permit. Payment must be made by cash or check.
- Optional **R** permits are available to faculty and staff who wish to park only in the R-lot for $10.00. No discounts are available on the R-lot permit for BU plates or purchases made after December 15th. Payment must be made with cash or check at the Bursar's window.
- For family members only, one permit payment is required. If the relationship includes a full-time or part-time student, the employee can obtain an "S" permit decal at no charge.
- Use of the parking permit decals are restricted solely to the vehicle identified on the registration form and are NOT transferable to another vehicle. In the event the parking permit decal is transferred to another vehicle, a fine of $100 will be assessed.

***DESIGNATED PARKING AREAS***

The University endorses the General Kentucky regulations governing parking regulations for physically challenged and handicapped drivers. **Any vehicle with an unpaid citation after thirty (30) days will be booted**.

Parking is permitted on campus in available spaces on a first come, first served basis, but only in the **designated paved areas.** Parking in some areas on campus is restricted for use only by handicapped and visitors. Reserved markings may appear on signs or painted on the pavement. Compliance with these restrictions will be strictly enforced.

- **HANDICAPPED**

  Parking in designated handicapped areas is reserved for those students, employees and visitors who are handicapped. Driving a vehicle that has a handicap tag does not give you the right to park in a handicap space unless your passenger or you are the one who is handicapped. If asked by Security, you will be expected to show documentation of proof of disability.

  All students, faculty and staff who utilize handicapped parking spaces are required to obtain a Bellarmine Handicap Parking Permit. (Individuals with a state issued handicap permits must still obtain a Bellarmine Handicap permit.) A Bellarmine handicap parking tag can be obtained from the Counseling Center with a valid doctor's note. The Counseling Center is located in Allen Hall, in Suite 403. The phone number is 272-8480.

- **FIRST TIME, FULL TIME FRESHMEN (FTFT)**
  ***F DESIGNATED PARKING STICKER***
  **First Time, Full Time Freshmen will be issued an F designated parking sticker, and will be required to park in lots designated for Freshmen parking from 7:00 am on Monday until 5:00 p.m. on Friday. These lots include the spaces west of Knights Hall, the spaces in front of the SuRF Center and all spaces behind the Surf Center. On weekends vehicles with F designated permits may park in any legal parking space on campus.**
  FTFT Freshmen who have legal handicap parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper handicap hangtag or license plate and the Bellarmine issued handicapped tag.

- **FACULTY AND STAFF PARKING**
  ***B DESIGNATED PARKING STICKER***
  Only Vehicles with a designated "B"sticker, (faculty/ staff) will be allowed to park in the A-lot (the lot directly in front of Horrigan Hall) and the M-lot (the lot between the School of Communications and Via Cassia) on Monday through Fridays from 7:00 am through 5:00 pm. However, campus visitors will be allowed to park in the designated visitor spots in A and M lots during this time frame, and, vehicles with a designated "A" permit (Alumni/SURF) may park in the M-lot during these time frames.

- **R LOT PARKING**
  ***R DESIGNATED PARKING STICKER***
  Vehicles with a designated R sticker will be required to park in the R lot from 7:00 am until 5:00 pm Monday through Friday. The R lot is located behind the lot behind the Surf and Tennis Courts. This area was formerly the Campus Golf Course

- **STUDENT PARKING**
  ***S DESIGNATED PARKING STICKER***
  Vehicles with a designated "S" permit may not park in the designated faculty and staff lots, (the lot in front of Horrigan hall and the lot beside the School of Communications) during Monday through Friday from 7:00 am until 5:00 pm. Vehicles with a "S" permit can park in all other lots on campus and the faculty and staff lots after 5:00 pm on weekdays and all day on weekends. Students who have legal handicap parking privileges will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper handicap hangtag or license plate and the Bellarmine issued handicapped tag.

- **NON-CREDIT COURSE ENROLLEES**
  Non-credit course enrollees will not be required to register their vehicle. However, the Continuing Education Department will issue special permits, which will be valid only during the hours in which the non-credit courses are being offered. The special permit allows the individual to park in any unrestricted parking areas.

- **GENERAL VISITORS AND ADMISSIONS VISITORS**
  No parking permit decal is required for short-term parking in visitor-designated areas located in front of Horrigan Hall/Campus Center, Allen Hall, next to the School of Communications or in the Admissions Visitor spaces beside and in front of Miles Hall.

  - Parking time is limited to 2 hours in the A-lot visitor spots in Front of Horrigan Hall and the visitor spots in front of Allen Hall.
  - Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting **or** obtain a special parking permit from the Office of Public Safety.
  - If there are no visitor spots available, please park in any other legal parking space. If you receive a ticket contact the Office of Public Safety at 272-7777 or bring the ticket to the Public Safety Office.

- **LOADING ZONE PARKING**
  Loading Zone parking spots have been added in several places next to each major building.
  - Vehicles parked in these spaces must be dropping off or picking up material from their office, class or Residence Hall. Parking in the Loading Zones is limited to 15 minutes and will be strictly enforced.

- **MOTORCYCLE PARKING**
  Motorcycle parking spaces have been added around campus. These spaces are marked with green stripes. More than one motorcycle can park in a designated motorcycle spot.
  - Motorcycles and motorbikes must be parked in a designated motorcycle parking area.
  - Failure to park in a designated motorcycle/motorbike area will result in a citation being issued.

***OTHER PARKING AND TRAFFIC REGULATIONS***

**FIRE LANES and DRIVING LANES**
Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping) and spaces allocated for the handicapped will be dealt with severely; and will result in the vehicle being ticketed, booted or towed.

**MOVING VIOLATIONS**
Persons involved in moving violations, such as speeding, reckless driving, failure to observe stop signs and other driving regulations are subject to receiving a citation.

- **The speed limit while driving on campus is 15 miles per hour.**

**ENFORCEMENT**
All traffic and parking regulations will be enforced by the Department of Public Safety beginning the first day of each semester.

- During the first ten (10) calendar days of each semester, warning citations will be issued to **newly** enrolled students only.
- Enforcement of the parking regulations will be suspended during the period from 5:00 p.m. on Friday through 7:00 a.m. on Monday, as well as during events that draw a large number of visitors to the campus. *However, the rules against parking in fire lanes, unauthorized use of a handicapped parking space and moving violations will be enforced at all times.*

**FINES AND APPEALS**
The Campus Safety and Security Department is responsible for the enforcement of the parking and traffic regulations and, accordingly, will issue citations for violations of these regulations. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes the payment of fines.

- A person receiving a citation must pay the fine(s) within ten (10) class days of the date of issue.
- Should a person believe their citation is unjust and not in keeping with the University Parking Regulations, that person may appeal the citation to the Traffic Appeals Committee online within five (5) business days subsequent to date of issue. Appeals can be filed at www.bellarmine.edu/security.parkingappeal.asp
- Failure to file an appeals form within (5) business days from the date of issue will result in forfeit of the right to appeal a citation.
- Any person receiving more than six (6) tickets in any academic year will be subject to double fines starting with the seventh ($7^{th}$) ticket.
- Any person receiving more than $200.00 in unpaid parking violations will have their vehicle booted.

**TRAFFIC APPEALS COMMITTEE HEARINGS**
The Traffic Appeals Committee will convene monthly throughout the year (September, October, November, December, February, March, April and May), The Chair of the Committee will convene the Committee and notify those requesting an appeal with a minimum five (5) days notice of the projected time of the hearing on the scheduled hearing dates. All meetings of the Traffic Appeals Committee will be listed on the University's Master Calendar, posted on bulletin boards and in the Office of Public Safety. The Office of Public Safety will have a representative at the appeal hearings.

If you request an appeal and then fail to appear at the hearing at your designated time, you will forfeit your right to appeal and the applicable fine must be paid within ten (10) days of the date of the Traffic Appeals Committee hearing date. All appeals decisions will be emailed to the appealing party within three (3) days of the hearing. Decisions will not be given at the hearing.

**FINE SCHEDULE**

The following fines will be assessed for violations of the respective regulations:

| | | | |
|---|---|---|---|
| No Parking Permit Decal displayed | $ 40.00 | Stop sign violations | $ 80.00 |
| Expired permit | 40.00 | Reckless driving/speeding | 200.00 |
| Improper parking | 50.00 | Other Violations | 25.00 |
| Parking in a restricted area | 50.00 | Transfer of decal to another vehicle | 100.00 |
| Parking in a fire lane | 100.00 | Parking in Visitor area / non visitor | 50.00 |
| Parking in a handicapped space | 100.00 | Admissions Area / non visitor | 50.00 |
| Boot Removal | 100.00* | | |

**<u>Parking boots will be applied to vehicles with any unpaid citations after thirty (30) days</u>**.

*Boot removal fee must be paid before the boot will be removed.

**OFF CAMPUS PARKING**

Bellarmine University has a beautiful campus in a wonderful neighborhood.

**A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows neighbors that the university cares about the integrity of the neighborhood, and it helps the university avoid delays in projects that improve your campus.**

So, Bellarmine wants to be good neighbors, and we want to have good neighbors.

One of the easiest things you can do to help is to park on campus, and not on neighboring streets. Students, faculty and staff are all strongly encouraged to use the parking spaces available on campus at all times. There are plenty of open parking spaces near Knights Hall, Brown Activities Building, and the Sports, Recreation and Fitness Center. It's a short walk, no longer than ten minutes, from there to any place on campus.

This is a small and easy thing, but it will go a long way in helping ensure that we maintain our good relationship with our Highlands neighbors.

Revised: April 15, 2009
May 19th 2010
July 7, 2010
April 26, 2012
July 20th, 2012