

NIAGARA UNIVERSITY	POLICY	Date: 8/28/03	No. P- 59
		Replaces: New	

SUBJECT: ENFORCEMENT OF UNIVERSITY MOTOR VEHICLE AND PARKING REGULATIONS

COVERAGE:

All university faculty and staff and contract employees.

PURPOSE:

To enforce moving and parking violations and promote accountability for penalties incurred such as, but not limited to, tickets, fines, wheel locks, and/or towing.

POLICY:

To promote order and safety in the use of motor vehicles on campus grounds, Niagara University maintains established regulations and enforcement procedures. *The Niagara University Parking and Motor Vehicle Regulations state: Moving violations and unauthorized parking subject students, employees and visitors to ticketing and fines, wheel locks and/or towing to an off-campus site at the owner's expense. Fines are to be paid at the Bursar/Student Accounts Office within 10 business days of the violation.*

All university employees are expected to pay fines, listed on the *Traffic Violations* issued, at the Student Accounts office. Just as the bursar sends students bills for unpaid fines, the office is responsible for collecting employee fines.

The Student Accounts office will submit outstanding bills to employees once a month. For fines unpaid by an employee within 60 days of the violation(s), the director of Campus Safety will notify the employee, either electronically or in writing, that his/her parking privileges on campus have been suspended, i.e. the employee will not be able to park a vehicle on the campus, until such time as the outstanding account is settled. Vehicles prohibited from parking on campus will be wheel locked when found on university property. The immobilizer will be removed **only** when all fines are paid in full. In the event that the Student Accounts office is closed when a wheel lock is discovered, the employee may pay outstanding fines and those related to the immobilizer at the Campus Safety office.

Appeals for violations cited are to be submitted on a *Parking & Motor Vehicle Violations Appeal* form and given to the director of Campus Safety within three business days of the date of the alleged violation(s). No appeals are considered for moving violations or parking in disabled or fire lane areas. Within five business days of the receipt of the written appeal, the director (or designee) may affirm, reverse or modify the penalty based on the merits of the written statement. The decision represents final disposition of the appeal.

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RESPONSIBILITY

ACTION

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| Campus Safety Officer | <ul style="list-style-type: none"> ▪ Cites violation(s) with issuance of a ticket to the vehicle, which includes sanction(s). ▪ Notifies Student Accounts office of fine(s) imposed. |
| Employee | <ul style="list-style-type: none"> ▪ Pays fine(s) specified on the ticket to the bursar within 10 business days. ▪ To appeal a ticket, submits a <i>Parking & Motor Vehicle Violation Appeal</i> to the director of Campus Safety within three business days of being cited for a violation. |
| Director of Campus Safety or Designee | <ul style="list-style-type: none"> ▪ Reviews the appeal and files a response within five business days of receipt of appeal. |
| Student Accounts Office | <ul style="list-style-type: none"> ▪ Accepts payment for fines from employee. ▪ Submits outstanding bill to employee once a month and notifies the Campus Safety office. |
| Director of Campus Safety or Designee | <ul style="list-style-type: none"> ▪ For an employee with fines unpaid after 60 days, notifies the employee that campus-parking privileges have been suspended until outstanding fines are paid in full. |
| Campus Safety Officer | <ul style="list-style-type: none"> ▪ Wheel locks vehicles of owners, whose parking privileges have been suspended, removing immobilizers only when employee pays his/her bill in full. |
| Employee | <ul style="list-style-type: none"> ▪ When a vehicle has been wheel locked due to an outstanding account, pays fines in full to allow for removal of the immobilizer. |
| Director of Campus Safety or Designee | <ul style="list-style-type: none"> ▪ Accepts payment from employee for fines when a vehicle has been wheel locked and the Student Accounts office is closed. |