

## STUDENT PARKING POLICY AND TRAFFIC REGULATIONS

### Introduction

The Madonna University Campus Safety Department exists to provide leadership to the Madonna University Community in striving for a safe and secure environment in which all community members can live, learn and work. With a community service approach, the Department strives to identify and institute programs, methods and approaches that will enhance the protection of persons and property, the prevention of crime, and the enforcement of University policy. A truly safe campus can only be achieved through the cooperative efforts of all students, faculty, staff, and other stakeholders. By coordinating the University's efforts in cooperation with local law enforcement agencies, the Campus Safety Department can achieve its commitment to the community to serve, protect and assist.

The Madonna University Parking and Traffic Regulations have been designed to facilitate the safe and orderly flow of traffic, to provide maximum use of parking lots, to permit access for emergency vehicles and to promote pedestrian, cyclist, and vehicular safety. The Department of Campus Safety has been appointed the responsibility and authority to enforce all regulations set forth herein.

Madonna University reserves the right to issue citations or tow, at the registered owner's expense, any vehicle that is in violation of the established traffic and parking regulations. Furthermore, the University reserves the right to obtain vehicle registration information through the Michigan Department of State in order to identify unregistered vehicles on campus. All costs associated with this process will be assigned to the registered vehicle owner.

Madonna University reserves the right to require vehicles with valid parking permits to vacate their assigned lots or spaces for necessary parking lot maintenance/repairs and snow removal. Vehicles remaining after the specified time are subject to towing at the registered owner's expense. Additionally, the University reserves the right to restrict and/or temporarily close any campus roadway or parking area for special events.

Madonna University reserves the right to interpret these regulations and to revise them, in whole or in part, as needed. The Director of Campus Safety, or his/her designee, is authorized to temporarily suspend any provision(s) of these regulations if he/she determines, in his/her discretion, that such action is necessary to permit the proper conduct of University business.

All persons operating a motor vehicle on campus are responsible for reading and adhering to these regulations.

### Permit Requirement and Parking Lot Designations

All parking lots and roadways on campus are considered the private property of Madonna University. All persons wishing to park on campus must register their vehicle as directed in this policy, properly display a valid parking permit on their vehicle, and abide by these regulations. Unregistered vehicles may be subject to being "booted" or towed at the registered owner's expense.

Receipt of a parking permit does not guarantee the availability of a specific parking space/ lot on campus, an overflow lot is available.

Parking on University property is at the owner's risk. Madonna University assumes no responsibility for loss or damage to any vehicles parked on University property, or personal property left within.

Parking permits become invalid when:

- The permit expires according to the date printed on the permit.
- The permit is removed from the windshield.
- Ownership of the vehicle changes.
- Parking privileges are revoked.
- State motor vehicle registration is cancelled or becomes invalid.
- A student withdraws or graduates from Madonna University.
- The status of a student changes from resident to commuter or vice versa (the original permit must be returned to Campus Safety to obtain an appropriate permit in accordance with this policy).

Parking permits are issued for the exclusive use of the person applying for the permit. Permits are not transferrable from vehicle to vehicle or person to person. The sale of permits to other individuals, as well as altering a valid permit or displaying a copied/fraudulent permit, is strictly prohibited. Persons who knowingly acquire, use, or display a parking permit not consistent with their current status may be subject to citations, disciplinary action and/or revocation of parking privileges.

It is the responsibility of all permit holders to promptly report any change(s) in name, address, telephone number, license plate number and/or make, model and color of their registered vehicle via the Parking Portal on MyPortal. When a vehicle change occurs, an equivalent replacement permit, valid for the same time period and lot assignment as the original, may be obtained from Campus Safety at no cost in exchange for the original permit. If you are unable to return the original permit when the replacement is issued you will be charged the full price for the replacement permit. However, you may submit your case to the Department of Campus Safety at [Parking@Madonna.edu](mailto:Parking@Madonna.edu), with explanation. You will be notified of the Department's decision by email.

Parking permits remain the exclusive property of Madonna University. As such, the University reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and/or flagrant non-compliance of the Madonna University Parking and Traffic Regulations.

Parking permits are designated for specific parking lots. Unless otherwise authorized in these regulations or expressly approved by the Director, a supervisor, or a member of the administrative staff of Campus Safety, students, faculty, staff and visitors are expected to keep their vehicles in their assigned lots at all times.

### **Campus Parking Privileges**

The privilege may be revoked for repeated and/or flagrant violations of parking and traffic regulations.

NOTE: All roadways and streets are considered fire lanes.

### **Vehicle Registration**

All students are required to register their vehicles with Campus Safety via the [MyParking Portal](#) on MYPortal, and properly display a valid parking permit. Failure to abide by the parking rules and regulations may result in the revocation of parking privileges.

Permits will be available at Student Accounts (Room 2005) or Campus Safety (In the West Wing) immediately after you submit your registration. Permit types, expiration dates, and associated fees are listed below.

### **Register Your Vehicle**

Fill out the Vehicle Registration Form located on the Madonna University Student MyPortal or at [MyParking Portal](#). The fee for a parking permit will be billed to your student account, so no payment is necessary to register.

### **Types of Permits and Associated Fees**

Student Parking Permits are only valid when displayed in the correct location and fully adhered to the vehicle as a sticker/decals. Permits are to be attached to the inside of the front windshield in the lower corner, driver's side. Permits are not transferable between vehicles.

Please remove any and all expired permits from your windshield before adhering the current permit. Expired permits are not required to be returned to Campus Safety.

Permits for motorcycles or scooters will be handled by Campus Safety on an individual basis.

See the Permit Placement Diagram for a visual depiction of correct permit placement located on the Madonna University website under Campus Safety.

### **Commuter Student Permit**

All registered students (full-time, part-time, continuing ed., graduate) commuting to campus are required to display a valid student permit on their vehicles. The school year is considered Fall through Summer Semesters.

- School year: \$80
- Short Term Non-Credit: \$40.00
- Extended Non-Credit: \$80
- Summer Only: \$30 (New Student)

Commuter students wishing to register a second vehicle may do so by completing the registration form for each vehicle at the appropriate rate listed above.

### **Resident Student Permit**

For all Resident Students who wish to park on campus, a resident permit is required. The resident permits are color-coded to identify the lot(s) in which you are authorized to park. Overnight Resident Student parking is restricted to the North Lot, with South Lot A being the over-flow lot. Resident parking is based on a first come, first serve basis. However, should a resident wish to park in South Lot A exclusively, a specific South Lot permit is available at a reduced cost. The school year is considered Fall through Summer Semesters.

- School Year: \$200
- School Year: \$120                      South Lot A Parking Only

### **Handicapped Permit**

Students with a state issued handicapped parking permit/ placard may register their Madonna permit to allow additional parking in the West Lot's Handicapped spaces. Proof of the state issued permit is required when registering your vehicle with Madonna University. There is no additional charge, the original permit fee will apply.

### **Temporary Permit**

Temporary permits are issued if you are driving a vehicle that you do not normally drive. The temporary permit is \$3 per day (\$15 per week,) but it is free if the vehicle being registered is temporarily replacing a properly registered vehicle. Temporary permits may be issued for up to, and not exceeding, two weeks.

### **Student Visitor Permit**

Overnight guests of Madonna University resident students must obtain a visitor permit to park on campus. To obtain a visitor permit the sponsoring student must respond to the Campus Safety Office and provide the vehicle registration, vehicle owner information, and the guest name. A temporary permit will be issued at that time.

### **Sanctioned Event**

Visitors to school sanctioned events shall be directed to park in specific lots. There is no fee. Parking restrictions will be enforced one hour after the completion of the event.

### **Future Student Overnight Permit**

Future student visitors sponsored for an overnight campus visit can obtain a visitor permit at no charge. Overnight permits may be obtained prior to the visit by a coach or administrator who can provide Campus Safety with the future student's information.

### **Library Visitors**

Individuals wishing to park on campus to utilize the Library are required to use the designated Library Visitor Parking spaces in South Lot B. No overnight parking is allowed. There is no fee. Patrons must sign in at the library desk. Students are not permitted to park in Library visitor lots if they possess a Madonna University parking permit.

**Lost or Damaged Permits**

Replacement permits for a lost or damaged permit are issued at full purchase price.

**Permit for Replacement Vehicle**

Individuals who change vehicles during the year must register the new vehicle and obtain a new permit. The original parking permit must be turned into Campus Safety at the time the new permit is issued. Individuals failing to turn in the original permit at this time will be charged for a lost permit.

**Parking Lot Restrictions**

Maps are available on the Madonna University website MyPortal. The parking of trailers or other towable devices are prohibited in ALL lots.

**South Lot A**

All permits welcome.

Overnight parking requires student resident tag (Blue or Yellow).

Overnight parking by others requires approval of Campus Safety Director or his/her designee.

**South Lot B**

All permits welcome. No overnight parking.

**South Lot C**

All permits welcome.

Visitor Parking specified. Two-hour limit unless Campus Safety is notified. No University Staff, Faculty or Students allowed in Visitor Parking.

No overnight parking.

**East Lot**

All permits welcome. No overnight parking.

**North Lot (Residence Main)**

Resident Student permit required (Blue only).

**Facilities**

Facilities Personnel only. Permit required. No student parking.

**West Wing Residence**

Faculty/Staff or Contractor permit required. No student parking.

**West Lot B (Franciscan Center)**

Faculty/Staff or Contractor permit required. University Registered Handicap Permit authorized.

No overnight parking.

No student parking.

**West Lot A**

Faculty/Staff or Contractor permit required. No overnight parking.  
No student parking.

**Administration Lot**

Faculty/Staff permit required. Spaces are restricted to assigned personnel. No student parking.

**Cottages**

Faculty/Staff permit required. Spaces are restricted to assigned personnel. No student parking.

**Maertens/Diponio**

All permits welcome. No overnight parking.

**Madonna Athletic Complex**

No permit required.  
No overnight parking.

**Citation Process****Issuing a Citation**

Citations will be issued electronically to the vehicle's registered owner's Madonna email address. A notice of citation will be placed under the vehicle's windshield wiper. Paper citations may also be utilized and a copy of the citation will be placed under the vehicle's wiper. View and manage your citations at [MyParking Portal](#).

**Appealing a Citation**

Complete the Appeal process listed in [MyParking Portal](#). The appeal must be filed within seven days of the violation issue date. An appeal should be based on the fact that the violation was issued contrary to the Madonna University Parking and Traffic Regulations or in error. A lost ticket, forgetfulness, parking only for a short period, failure to display a parking permit, and/or not seeing the signs are unacceptable grounds for appeal.

Appeal requests shall be submitted via e-mail. During the school year, appeals are processed on the second Wednesday of each month. Citations are considered valid and collectible unless the Board rules otherwise.

The Madonna University Traffic and Safety Board will review electronic appeals from individuals challenging parking violations. The Board consists of representatives from faculty, staff and students. The Board shall adhere to all the procedures and responsibilities described herein. An appeal should be based on the fact that the violation notice was issued contrary to the Madonna University Parking and Traffic Regulations or in error.

- Upon an affirmative vote of the Board Majority, in support of the appellant, the citation voided.
- A vote to deny the appeal requires that the appellant pay the citation.
- Decisions of the Board are final. Decisions will be emailed within one week of the monthly

meeting.

## **Parking Penalties**

### **Flagrant Violator**

The first three citations incurred by an individual are fined at the listed fee. Any citation after will be fined at double the listed fee. The Director of Campus Safety or his/her designee may revoke an individual's parking privileges after 10 citations.

### **Revocation of Parking Privileges**

Madonna University has the authority to revoke or restrict the campus driving and parking privileges of any person – at any time – for just cause relative to violations of any and all parking and traffic regulations. Campus driving and parking privileges are commonly revoked for the following reasons:

- Committing an egregious traffic violation including, but not limited to: speeding, reckless driving or otherwise operating a motor vehicle in a manner that endangers the safety and welfare of others, driving on sidewalks, grass or other non-roadways and operating a motor vehicle while intoxicated or impaired.
- Accumulation of ten (10) citations.
- Intentionally altering and displaying a copied/fraudulent parking permit.
- Selling or transferring a parking permit for display on a vehicle other than for which it was registered.
- Use of a lost or stolen permit.
- As a result of a disciplinary hearing or sanction imposed by the Department of Campus Safety, and/or the Dean of Students Office.

## **Schedule of Fees**

Fees must be paid to Student Accounts. Unpaid traffic and parking fees must be paid within 30 days of receiving a violation. Unpaid fees will become part of the student's college bill.

### **Fire Lane/Hydrant - \$50**

Parking a motor vehicle in a fire lane is strictly prohibited. Fire lanes are areas – paved or unpaved – that permit fire equipment and other emergency vehicles to come as close to a building as possible. Fire lanes are also areas within 15 feet around a fire hydrant or a stand pipe connection. All access roads and campus walkways are – by definition – fire lanes. Neither parking nor standing is permitted in a fire lane. While the University will attempt to mark all fire lanes (i.e. painted yellow curbs and/or yellow diagonal lines), lack of such marking will not relieve a violator of responsibility for prohibited parking. Any vehicle parked in a fire lane may be subject to citation or towing – at the registered vehicle owner's expense – at any time.

### **Handicap Zone - \$50**

Only those vehicles properly displaying a valid, state-issued disabled license plate or parking placard (i.e. hanging tag) are allowed to park in a designated disabled parking space.

PLEASE NOTE: Campus Safety Officers – as well as law enforcement (e.g. the Livonia Police

Department) – can issue citations for any handicap parking violation. Municipal fines often exceed the cost of College fines. The University cannot void municipal citations, nor will it intercede on behalf of persons involved in disputes relating to alleged violations of municipal parking regulations.

### **Obstructing Roadway (Blocking Traffic) - \$50**

Motor vehicles may not be parked, while running or not, in such a manner that blocks or impedes the flow of traffic. Vehicles that block or impede the flow of traffic endanger both pedestrians and the occupants of other motor vehicles.

### **Speeding/Reckless Driving - \$50**

The on-campus speed limit is 15 miles per hour. The determination of excess speed is subject to the Campus Safety Officer's reasonable perception and discretion; an actual rate of travel is not required. Reckless driving is driving with a willful and wanton disregard for the personal safety and/or property of others. Speeding and reckless driving endangers the safety of all and will be strictly enforced. If this violation is observed by a Campus Safety Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be emailed directly to the registered owner of the vehicle. This includes driving on sidewalks regardless if there are pedestrians present.

### **Failure to Stop - \$35**

ALL motor vehicles are required to stop completely at ALL stop signs and to proceed with caution. Stop signs have been placed in areas of high pedestrian traffic. Failing to stop endangers the safety of all and will be strictly enforced. If this violation is observed by a Campus Safety Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be emailed directly to the registered owner of the vehicle.

### **No Parking Zone - \$20**

Motorists may not park their vehicles in posted "No Parking" zones at any time. A No Parking Zone is defined as an area or space that, either through the designation of signs, barricades, or cones, is unable to be parked in. Additionally, vehicles may not be parked on sidewalks, walkways, grass areas, paths, or wooded areas. Dumpster and loading dock areas are used by University personnel on a daily basis. Vehicles that impede access to these areas are subject to citation and/or towing at the owner's expense.

### **Reserved Parking - \$20**

Certain lots and spaces on campus are specifically reserved for a group of people or one person in particular. These areas are designated with a "Reserved" sign.

### **Violating Posted Restrictions - \$20**

Parking is permissible in designated areas and spaces ONLY. Posted restrictions are intended to designate a parking lot or space for a specific purpose (e.g. visitor parking, 15-minute loading zones). Failure to observe posted restrictions may result in a citation being issued. The absence of posted restriction or vandalized signs does not constitute a valid excuse for parking in any restricted space or zone.



**No Permit/Expired Permit - \$20**

Individuals who fail to display a valid, current, and properly affixed permit are subject to this citation. An additional \$50.00 fee will be assessed to the registered vehicle owner if the Department of Campus Safety is required to obtain state vehicle registration information through the Michigan Department of State in order to identify the registered owner of any vehicle on University property. Motor vehicles failing to display a valid permit after being identified through the Michigan Department of State are subject to removal from University property at the registered owner's expense.

**Improperly Affixed Permit - \$20**

Permits must be properly affixed to the vehicle. All permits must be placed on the inside of the front windshield in the lower corner, driver's side. All permits must be placed using the self-adhesive already on the sticker. The use of tape is prohibited.

**No Overnight Parking - \$20**

Overnight parking is defined as being parked in a lot at any time between 2:00am and 7:00am. Unless otherwise authorized in these regulations – or expressly approved by the Department of Campus Safety, violators may be subject to citation. Unregistered vehicles may be towed at owner's expense.

**Improper Parking - \$20**

Vehicles parked outside of designated spaces, and over boundary lines may be subject to citation. Vehicles must be parked between painted parking space lines. Vehicles occupying more than one space may be subject to citation. Vehicles that are parked partly on pavement and partly on grass, or on the grass may also be subject to citation and/ or towing.

**Not Assigned Lot - \$20**

Parking permits are designated for specific parking lots. Unless otherwise authorized in the parking and traffic regulations, or expressly approved by the Department of Campus Safety - students, faculty, staff and visitors are expected to keep their vehicles in their assigned lots at all times. Failure to do so may result in a citation being issued.

**Towing**

Vehicles are subject to citation and/or towing – without notice – by a local towing agency for the following reasons:

- Parking in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. Examples include, but are not limited to the following areas: fire lanes, traffic lanes and sidewalks.
- Parking in such a way that restricts access to service areas, loading docks or Dumpsters.
- Parking in handicap designated spaces without a state-issued disabled license plate or placard, or blocking handicap access.
- Abandoned vehicles; vehicles are considered abandoned after remaining immobile or inoperable for 30 days.
- Failure to immediately move a vehicle upon notification from the Department of Campus

Safety.

- Emergency situations deemed necessary for the safety and welfare of the Madonna community.

Vehicles not registered under the Madonna University Parking and Traffic Regulations may be towed at the owner's expense.

In the event the owner or authorized operator of the vehicle should appear after the Department of Campus Safety has called the towing agency and before such towing equipment has removed the vehicle, the appropriate fees shall be paid before such vehicle shall be released whether or not any labor has been performed incident to the removal of the vehicle.

Fines and towing costs are the responsibility of the registered vehicle owner. The towing agent is responsible for the safe transport of towed vehicles. Madonna University assumes no responsibility for damage to any vehicle as a result of towing.

### **Booting**

When a vehicle is booted, a device is attached to a wheel of the vehicle to prevent it from being moved. Campus Safety may – without notice – boot a vehicle when it is deemed as the best parking enforcement option. The vehicle owner must report to Campus Safety in order to have the boot removed and remedy the violation(s) that occurred.

### **Permit Replacement Fee**

Permit fees are non-refundable. Lost or damaged permits will be replaced for the full purchase price.

### **Parking Enforcement**

The Department enforces parking regulations 24 hours a day based upon posted restrictions and the parking and traffic regulations.

Permits must be displayed on all vehicles in Madonna University parking lots within the first week of the start of each semester. The parking permit must be properly displayed as directed in this policy. Using a parking permit assigned to another person may result in parking privileges being revoked for both parties.

### **Weekend/Break/Summer Parking**

All campus traffic and parking regulations are enforced on a 24 hour, seven-day-a-week basis. The rules described herein are in effect during the weekend/break/summer.

### **Winter Weather**

During the snow season it may become necessary to clear lots of all vehicles for snow removal. You may be requested to change your designated parking lot temporarily to facilitate the removal of snow. Failure to comply with the request may result in the ticketing and/or towing of the vehicle at the owner's expense.

**Special Parking Rules**

At times, it is necessary to restrict or alter parking on campus. Severe weather and/or University-sponsored events may require the reallocation of parking resources at any given time. In the event that lot designations must be changed, the Madonna community will be notified of these changes at the earliest date possible. This notification will take place via University email.

**Motorcycle and Moped Parking**

Motorcycles and mopeds are subject to the same restrictions and/or regulations that apply to all motor vehicles. They are not permitted to operate on paths, sidewalks or pedestrian walkways. They must be registered and display a valid parking permit. They may not be parked or stored in any building or entrance.

**Parking for the Handicapped**

Use of handicap parking spaces is restricted ONLY to those vehicles with a state-issued handicapped license plate or displaying a state-issued permit/ placard. Vehicles parked in spaces designated for the handicapped without a proper plate or permit will be ticketed by Madonna University Department of Campus Safety and/or the Livonia Police Department.

Michigan State law requires that handicapped parking spaces be enforced on a 24-hour basis, seven days a week including holiday periods. Quick errands, deliveries, or drop offs are not a valid excuse for parking in or obstructing handicapped spaces. Individuals with temporary handicaps should apply to the State for a temporary handicapped permit.

Students who register their parking permit as handicap will be authorized to park in any handicap space on campus. These students will be issued a black parking sticker which must be displayed along with a state issued handicap plate or permit.

**Visitor Parking**

A visitor is defined as any person who is not a student or employee of the University. The designated visitor parking areas on campus are not numerous, nor are they intended for use as long-term parking for visitors. Visitors are required to park in South Lot C, only in the designated visitor spaces. Visitors to the Madonna campus are expected to abide by all campus parking regulations. All overnight visitors must obtain a visitor parking pass and park in South Lot A.