

# **UNIVERSITY PARKING POLICIES AND TRAFFIC REGULATIONS**

# **Table of Contents**

Introduction	1
Risk and Responsibility	2
Vehicle Registration	3
Parking Permits and Fees	3
Permit Requirements	5
Parking Lot Designations	5
Citations Process	6
Parking Penalties	7
Schedule of Fines and Fees	8
Parking Enforcement	11
Frequently Asked Questions	13
Parking Map	14

# Introduction

Madonna University promotes a safe and secure environment in which all community members can live, learn, and work. Safety is achieved through the cooperative efforts of all students, faculty, staff, and other community members.

The Madonna University Parking Policies 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.

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.
- Restrict and/or temporarily close any campus roadway or parking area for special events.
- Issue citations, apply a vehicle boot, or tow any vehicle that is in violation of the established traffic and parking regulations. at the registered owner's expense.
- Obtain vehicle registration information through the Michigan Department of State to identify unregistered vehicles on campus.
- Interpret these regulations and to revise them, in whole or in part, as needed.

The Department of Campus Safety has been given the authority to enforce all regulations set forth in this policy. By coordinating the University's efforts in cooperation with local law enforcement agencies, Campus Safety can achieve its commitment to the community to serve, protect and assist. 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.

All persons operating a motor vehicle on the Madonna University campus are responsible for reading and adhering to these regulations. Full details of University Parking Policies and Traffic Regulations, a map with parking lot designations, and the Parking Registration form, are posted on MYPortal at: <u>https://myportal.madonna.edu/ics</u>. The Director of Campus Safety or designee is authorized to temporarily suspend any provision(s) of these regulations if it is determined that such action is necessary to permit the proper conduct of University business.

Campus Safety enforces parking regulations 24 hours a day throughout the year. Permits must be properly displayed on all vehicles in Madonna University campus parking lots, within the first week of the start of each semester.



# **Risk and Responsibility**

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 with the Department of Campus Safety, properly display a valid parking permit on their vehicle, and abide by these regulations. Unregistered vehicles may be impounded at the owner's expense. Receipt of a parking permit does not guarantee the availability of a specific parking space on campus. Parking on University property is at the vehicle owner's risk. Madonna University assumes no responsibility for loss or damage to any vehicle parked on University property, or personal property left within the vehicle. All roadways and streets are considered fire lanes.

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 Campus Safety at <u>campussafety@madonna.edu</u> 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 always keep their vehicles in their assigned lots.

All University students and employees who wish to park on campus are required to register their vehicle with Campus Safety to receive a parking permit that must be displayed on the vehicle when on university property. All students must **obtain their permit by the first week of each semester**.

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 status may be subject to citations, disciplinary action and/or revocation of parking privileges.



# **Vehicle Registration**

All students and employees are required to register their vehicles with Campus Safety via the <u>MyParking Portal</u> 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.

To register your vehicle, use the Parking Registration form on MYPortal (include your vehicle VIN, license plate number, year, make, and model are required).

Permits are available at Enrollment Services (Administration Building), during the weekdays, after submitting the registration form. Please bring a Driver's License. Student parking fees are applied each academic year to student accounts and must be renewed each fall semester. No payment is necessary to register. Employee permits carry over year-to-year.

# **Parking Permits and Fees**

Parking permits are valid for the entire academic year including fall, winter, and summer semesters. Each academic year begins on the first day of fall semester classes, noted in the academic calendar found here: <u>https://www.madonna.edu/resources/academic-calendar/</u>

## **Residential student permits**

North Lot (residential student parking only)	\$ 200.00	
East Lot (residential student parking only)	\$ 120.00	
South Lot A (overflow residential student parking)	\$ 120.00	
No car on campus	\$ 0.00	
Commuter student permit	\$ 80.00	- F
Short-term non-credit student permit (Temporary parking)	\$ 40.00	
Extended non-credit student permit	\$ 80.00	
Summer-only students permit	\$ 30.00	-
Day-guest and special-event permit	\$ 0.00	-
Employee permit	\$ 0.00	-

# **Residential Student Permit**

For all Residential Students who wish to park on campus, a residential permit is required. The residential permits are color-coded to identify the lot(s) in which you are authorized to park. During the last 3 weeks of the winter semester, returning residential students who are registered for classes the following academic year are given first priority to purchase a residential parking permit of their choice, based on availability. After such time, residential parking will be issued on a first-come, first-serve basis to all students including newly admitted students and returning students.



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

#### **Handicapped Permit**

Students and employees with a state issued handicapped parking permit/ placard may register their Madonna permit to allow additional parking in 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 residential 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 Parking**

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 Parking**

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.

# **Permit Requirements**

Student Parking Permits are only valid when displayed in the correct location and fully adhered to the vehicle as a sticker/decal. 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 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.

Parking permits are no longer valid when:

- Permits expire according to the date printed on the permit.
- Permits are 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 or an employee no longer works at Madonna University.
- The status of a student changes from residential to commuter or vice versa (the original permit must be returned to Enrollment Services to obtain an appropriate permit in accordance with this policy).

# **Parking Lot Designations**

A parking map is available on the Madonna University website and Portal. Trailers or other towable devices are prohibited in ALL lots, unless approved by a member of the Executive Council.

## **Administration Lot**

Administrators and university vehicles only. Permit required. Spaces are restricted to assigned personnel. No student parking.

# Cottage Lot

Faculty, staff, and guests only. Permit required. Spaces are restricted to assigned personnel. No student parking.

# **DiPonio Lot**



All permits are welcome. No overnight parking.

# <u>East Lot</u>

Residential students only. Permit (blue or yellow tag) required.

# **Facilities Lot**

Facilities personnel only. Permit required. No student parking.

## Madonna Athletic Complex (MAC) Lot

No permit required. No overnight parking.

## North Lot (Residential Student Parking)

Residential students only. Permit (blue tag only) required.

# Performing Arts, Athletic, and Academic Center (PAAAC) Lot

No permit required. No overnight parking.

## South Lot A

All permits are welcome. Residential student overflow parking requires permit (blue or yellow tag). All other overnight parking requires approval of Campus Safety Director or designee.

## South Lot B

All permits are welcome. No overnight parking.

## South Lot C

All permits are welcome. Visitor or guest parking must be specified. University staff, faculty, or students are not allowed in the Visitor Parking section. No overnight parking.

## West Lot A

Faculty, staff or contractor permit is required. No student parking and no overnight parking.

## West Lot B (Franciscan Center)

Faculty, staff, or contractor permit is required. University registered handicap permits are authorized. No overnight parking and no student parking.

## West Wing Residential Lot

Faculty/Staff or Contractor permit is required. West Wing residential students only.

# **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 issued and placed under the vehicle wiper. View and manage your citations at <u>MyParking Portal</u>.



## **Appealing a Citation**

Complete the Appeal process listed in <u>MyParking Portal</u>. 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 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 or Dean of Students Office.

# **Schedule of Fines and Fees**

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

Fire Lane/Hydrant	\$50.00
Handicap Zone	\$50.00
Obstructing Roadway (Blocking Traffic)	\$50.00
Speeding/Reckless Driving	\$50.00
Failure to Stop	\$35.00
No Parking Zone	\$20.00
Reserved Parking	\$20.00
Violating Posted Restrictions	\$20.00
No Permit/Expired Permit	\$20.00
Improperly Affixed Permit	\$20.00
No Overnight Parking	\$20.00
Improper Parking	\$20.00
Not Assigned Lot	\$20.00
Parking Booting	\$75.00 (First Offense)
	\$150.00 (Second Offense)
Towing	Owner's expense

## 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 standpipe 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) can park in a designated disabled parking space. 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 contact 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 at any time.

#### 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 contact 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 daily. 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 individual. 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 accessed 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 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 always keep their vehicles in their assigned lots. Failure to do so may result in a citation being issued.

## Towing

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

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 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 because of towing.

## Parking Booting \$75/\$150

Vehicles that have received two consecutive parking violation tickets from Campus Safety, will receive a parking boot. When a vehicle is booted, a device is attached to a wheel of the vehicle to prevent it from being moved. A fine will be assessed to the owner for the removal of vehicle boot. The vehicle owner must report to Campus Safety to have the boot removed and remedy the violation(s) that occurred.

First Offense	\$75.00
Second Offense	\$150.00

## **Permit Replacement Fee**

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

# **Parking Enforcement**

Campus Safety 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 parking lots of 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, booting, or towing of the vehicle at the owner's expense. To receive texts or emails regarding University campus closures, register for the Emergency Alert System (RAVE) under Resources on Madonna's website, or on MYPortal.



## **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. If 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.

## Department of Campus Safety (734) 432-5442 campussafety@madonna.edu

https://www.madonna.edu/resources/campus-safety/ or https://myportal.madonna.edu/ics



# **Frequently Asked Questions**

- Where do I put my permit in my vehicle? On the interior, lower corner of the driver's-side windshield of the vehicle.
- Will tickets be issued if I park improperly?

Yes, you will be notified via e-mail of any parking citations and fees issued to you.

- Will a parking violation affect my driving record or my driver's license status? No, Madonna citations are not issued by a municipality. Exception: Handicap parking tickets may be issued on private property by state, local or county law enforcement officers.
- What could happen if I park my vehicle without a permit? Your vehicle may be towed at the registered owner's expense.
- What if I have a guest come to visit? Student guests must apply for and obtain a visitor parking pass from Campus Safety, which costs \$3 per day. Parent vehicles must be registered with Campus Safety, but there is no fee. All other guests attending school-sanctioned events are waived from parking fees, unless designated.
- As a student, will I get a refund if I drop my classes? If you are still enrolled in classes after Drop Week (second week of the semester), the fee is non-refundable.
- **Can I park in visitor or library parking?** No. Madonna students and employees may not use a visitor or library guest space.

April 2021

CAMPUS KEY





