Policy: 01-80-00
Parking Regulations

OFFICE OF RECORD: Physical Plant
ISSUED BY: Director of Physical Plant
APPROVED BY: President’s Cabinet
EFFECTIVE DATE: 07/01/16
LAST REVISION: 08/01/11, 06/06/14, 06/28/16

Policy

Dakota State University provides equal opportunity for faculty, staff and students to park in designated areas through the payment of fees approved by the Board of Regents. All fees and fines collected are used to administer the parking program and to develop and maintain parking areas.

The privilege of parking on campus is extended to those persons who abide by the regulations.

Parking management on the Dakota State campus is assigned to the Director of Physical Plant.

A nine-member Parking Committee recommends policy and reviews and adjudicates appeals.

A legal parking space consists of the area within painted lines, designating a single parking area. When painted lines are snow covered, refer to the signage.

Permit Registration

All automobiles, motorcycles, street-legal all-terrain vehicles, and motorized scooters parked on campus must be registered with the Physical Plant office.

Those who wish to purchase a parking permit must register in the Facilities Services/Campus & Community section of the University portal and pay at the Cashier’s Office.

Permit Privileges

Current permit fees for each of the permit types are listed in the Facilities Services/Campus & Community section of the University portal.

Parking permits are required to park on campus Monday through Friday between the hours of 6 a.m. and 5 p.m.

Permits must be displayed on the driver's side of the windshield in the lower front corner with the permit number facing out.

Permits may be transferred to another vehicle driven by the permit owner but are not transferable to another individual except temporarily as defined below.
Policy: 01-80-00
Parking Regulations

Faculty/staff (Red) permit holders may temporarily transfer their permit to another faculty/staff member with no additional fees payable to DSU, under the following conditions:

- The original faculty/staff permit owner must notify the Physical Plant of the temporary transfer and give the name of the temporary permit holder.
- The temporary permit holder is responsible for registering his or her vehicle within two working days of the transfer.
- The temporary transfer is valid through the remainder of a semester.
- The assigned permit reverts back to the Physical Plant for reassignment at the end of the semester in session.

Permit Types

**Blue Permit**
- Blue permits are issued on a limited basis to residents of DSU-owned residence halls.
- Blue permit holders may park in Blue or Green spaces.
- Parking regulations in Blue parking areas are enforced from 6 a.m. to 5 p.m. Monday through Friday when classes are in session.

**Green Permit**
- Green permits are issued to registered students (on/off campus and 8-plex students). Permit holders may only park in Green spaces.
- Parking regulations in Green parking areas are enforced from 6 a.m. to 5 p.m. Monday through Friday when classes are in session.

**Red Permit**
- Red permits are issued to DSU employees to park in designated Red zones.
- An employee is a person who works at DSU with a faculty/staff appointment.
- Residence Hall directors will be assigned a designated Red reserved space.
- Student employees, including graduate students, are not considered employees when purchasing Red parking permits.
- Employees may not purchase Blue or Green permits.
- Red permit holders may not park in another Red zone.
- Parking regulations in Red zones are enforced from 6 a.m. to 5 p.m. Monday through Friday year-round.
- Duplicate Red parking permits can be purchased from the Cashier’s office.
- For each Red permit number, only one vehicle at a time can be parked on campus.
Handicap Permit
- On-campus Handicap parking spaces can be used by visitors, DSU students, and DSU employees with a valid Handicap permit or plate issued by any state.
- The state-issued Handicap permit must be properly displayed while parked in designated Handicap spaces in any lot on campus.
- In addition to the state permits, students and staff must also purchase and display the appropriate DSU parking permit — Blue or Green for students and Red for employees.
- Parking regulations in Handicap parking spaces are enforced 24 hours a day, seven days a week year-round by the DSU parking attendant and partner law-enforcement agencies.

Visitor Permit
- Visitor permits are issued free of charge to campus guests by the Physical Plant office. Permits must include an expiration date to be valid.
- Extended Visitor parking, exceeding seven days, may be arranged by contacting the Physical Plant.
- Citations issued to visitors may be voided by the Physical Plant Director.
- Parking regulations in Visitor parking areas are enforced from 6 a.m. to 5 p.m. Monday through Friday year-round.
- Visitor parking spaces are limited to 30 minutes unless a valid temporary parking permit is displayed.

Motorcycles, Street-Legal All-Terrain Vehicles and Motorized Scooter Permit
- Motorcycles, street-legal all-terrain vehicles, and motorized scooters must register for a free parking permit at the Physical Plant.
- Permit holders may park in the southwest corner of the library lot.
- Driving and parking on sidewalks and grass is prohibited.
- Parking regulations are enforced from 6 a.m. to 5 p.m. Monday through Friday when classes are in session.

Purple Permit
- Purple permits are issued to DSU employees whose offices are located at non-DSU monitored parking areas.
- These employees require access to campus parking to attend meetings.
- Permit holders may park in Visitor, Green or Blue spaces from 6 a.m. to 5 p.m. Monday through Friday.

Enforcement
Citations are issued by the parking attendant and by local law-enforcement agencies, in some cases. Citations can be written more than once a day on vehicles in violation of parking policy.

Fines are charged for the following violations:
Policy: 01-80-00
Parking Regulations

1. Improper display of permit;
2. Illegal parking in student or visitor parking area;
3. Illegal parking in red reserved parking area;
4. Illegal parking in handicap area;
5. Illegal parking in fire lane or loading area;
6. Improperly parking between curb markings;
7. Parking on the lawn/driving on campus; and
8. Overnight parking in designated lots.

The specific amount for each fine is listed in the Facilities Services/ Campus & Community section of the University portal.

A failure to pay parking citations may result in the towing of a vehicle from a DSU parking lot. If three unpaid citations within an academic year are connected to a certain vehicle or specific permit holder, a fourth citation may result in having the vehicle immediately towed.

After six unpaid parking violations, student violators may be referred to the DSU Code of Conduct Board.

Cases involving employee violators will be reported to the Director of the Physical Plant and may be referred to the Vice President of Business and Administrative Services.

Vehicles parked in a fire lane or in a handicap zone without a handicapped permit may be ticketed and towed immediately.

Vehicles parked in posted Resident Hall Director spaces may be towed immediately. These spaces are enforced 24/7.

Parking policy can be enforced at all times within lots designated and identified as “no overnight parking.” No overnight parking is defined as 1 a.m. to 6 a.m. Identification will be posted with signage near parking lot access points.

All towing is at a vehicle owner’s expense. If a vehicle is moved after the tow truck is called (but before it arrives), the vehicle owner is assessed the cost of the towing truck call.

Parking permits that are obtained fraudulently, counterfeited or altered will be confiscated. Violators will be assessed a fine, and the case will be turned over for possible disciplinary action.

Citation Payment

Parking fines are due within 10 calendar days from the date the citation was issued. If fines are not paid within 10 calendar days, a late fee will be assessed.

Fines are to be paid at the Cashier’s Office or online.
Policy: 01-80-00
Parking Regulations

A student who has received his or her first citation and has not purchased a parking permit may choose to purchase a permit in lieu of paying that citation during the first two weeks of his or her first semester.

Failure to pay parking citations by the end of the semester/academic year will result in the following:

- Returning students will not be allowed to register for classes.
- Transcripts of graduating or non-returning students will not be released.
- Faculty and staff will not be permitted to purchase a permit for the following year.

Appealing Citations

Citations may be appealed within 10 calendar days through an online form in the University portal.

A person who has appealed a citation may request to present additional information at a Parking Committee meeting. The committee may direct that a citation fine should be collected, reduced or dismissed.

Snow Removal in Parking Areas

A snow-removal alert is issued when parking areas will be cleared of snow.

The Physical Plant Director will announce snow removal alerts via e-mail to all staff and all students.

Vehicles not moved in response to a snow-removal alert may be ticketed and towed at the owner's expense.

The snow-removal policy is in effect seven days a week during winter weather.

Parking During Holidays and School Breaks

Students, faculty, and staff leaving vehicles for over 48 hours and over holidays and breaks must park in the lot at Ninth Street and Washington Avenue or in the lot west of the Fieldhouse.

Enforcement of towing during snow removal remains in effect during holidays and class breaks.