

## **Parking and Transportation Policy**

**Adopted by President's Cabinet 5-24-16**

This policy applies to all faculty, staff, students, and visitors of East Georgia State College (EGSC). Parking Services is administered by the Business Affairs unit - Auxiliary Services and enforced by the EGSC Police Department in Swainsboro and Statesboro. Transportation Services is administered by the Business Affairs unit - Auxiliary Services on the main campus in Swainsboro. This policy does not apply to EGSC Augusta: parking and transportation services for EGSC Augusta are administered by Augusta University.

### **I. Costs**

**Swainsboro** – for students, parking is a mandatory fee included in the student fees each semester. The fee for parking permits is \$15 per semester. Lost, stolen or damaged permits may be purchased for \$15.00. Faculty, staff, retiree and visitor permits are issued at no cost for one permit. There is a fee of \$5.00 for additional or replacement permits.

**Statesboro** – for students, parking and transportation is a mandatory fee included in the student fees each semester. The fee for parking and transportation is \$75 per semester. Lost, stolen or damaged permits may be purchased for \$15.00. Faculty, staff, retiree and visitor permits are issued at no cost for one permit. There is a fee of \$5.00 for additional or replacement permits.

### **II. Permit Issuance**

**Swainsboro** – for students, parking permits are issued in the Business Office located in the Student Center. Students must have successfully registered for classes for the Fall semester and must pick up and display their permits before the first day of the second week of the semester. Residents of Bobcat Villas must register their vehicles before being issued a parking permit. For faculty and staff, permits are issued at the Police Department located in the Student Center. New employees are issued permits during their in-processing with Human Resources and must display their issued permit at all times when parking on campus. Replacement and/or additional tags are issued once the employee pays the fee for such at the Business Office, then presents a receipt to the Police Department.

**Statesboro** – for students, permits are issued at the EGSC Statesboro Help Desk. Students must have successfully registered for classes for each semester and must pick up and display their permits prior to the first day of the second week of each semester. Transportation is included via a shuttle bus service that runs from EGSC Statesboro to Georgia Southern's campus. Hours for the shuttle bus are adjusted each semester to meet demand.

For faculty and staff, permits are issued at the Police Department located in the Student Center in Swainsboro. New employees are issued permits during their in-processing with Human Resources and must display their issued permit at all times when parking on campus. Replacement and/or additional permits are issued once the employee pays the fee for such at the Business Office, then presents a receipt to the Police Department.

### **III. Designated Parking Areas**

Vehicles must be parked in marked parking spaces.

White-lined spaces are open for anyone to park on campus (students – except Residents Monday – Friday between 8 am and 5 pm - , visitors, faculty and staff).

Yellow-lined spaces are designated as Faculty/Staff parking between the hours of 8 am and 5 pm Monday – Friday. Current visible permits must be displayed.

Orange-lined spaces are designated as Service/Delivery parking only.

Blue-lined spaces are designated as Handicap parking. Handicap parking is only for those individuals with current State of Georgia issued handicap permits and is only for the person to whom the permit is issued. In the instance of a temporary handicap, the EGSC Police Department is authorized to issue a temporary handicap permit for use on campus only, for a period not to exceed ten days. State law prohibits the use of handicap permits by someone other than the person the permit is intended and the EGSC Police Department will enforce the state law which is violated.

Student employees are not allowed to park in Faculty Staff designated (yellow lined) parking spaces during the hours of 8 am and 5 pm Monday – Friday.

Residents of Bobcat Villas are only allowed to park in Parking Lots P9 and P14 between the hours of 8 am and 5 pm Monday – Friday.

Visitor Parking is designated with signage to indicate Visitor Parking. Faculty, staff and students are not allowed to park in designated Visitor Parking at any time.

Reserved Parking may be indicated in certain spaces for visitors to campus, generally for periods of time less than one day. For reserved parking spaces a Facilities Request must be submitted for the event for which the visitor's reserved space is required, and the Facilities Request must indicate the date/time/location/name of visitor for which the request is made. Facilities Requests are submitted via the College's online request system, Schooldude, found at [https://www.myschoolbuilding.com/myschoolbuilding/msbdefault\\_email.asp?frompage=myrequest.asp](https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp) In Swainsboro bus parking will be allowed in Parking Lots P3 and P13. The representative from the entity that schedules the campus visit will be given instructions by either the Event Planner (for non-athletic events) or the Athletic Director (for athletic events). For all reserved parking, temporary signage and barricades (cones) will be placed by the EGSC Police Department in the appropriate location.

Under certain circumstances, special reserved parking spaces may be requested for uses such as employee recognition programs. Cabinet-level approval from the appropriate Unit Head is required for special reserved parking spaces.

Temporary Parking Permits are issued, free of charge, at the EGSC Police Department in both Swainsboro and Statesboro. Temporary parking permits are issued for short-term use (generally less than six months) for regular visitors such as contractors and vendors.

#### **IV. Motorcycle/Scooter Parking**

Motorcycles and scooters are not required to display a parking permit. Drivers of these vehicles are required to register the vehicle with the EGSC Police Department and must park in the appropriate parking space for motorcycles. Motorcycles and scooters may not be parked on sidewalks, grass, or near campus buildings.

#### **V. Towing and Immobilization**

Vehicles that have received two citations and whose owner has neglected to respond either by appeal or payment will be placed on a tow/immobilization list. Vehicle owners will be notified in writing upon the issuance of a citation. A third citation will result in the vehicle being towed or immobilized by a car boot installed by the EGSC Police Department. All fines including a boot removal fee must be paid before a vehicle is released. In addition, a vehicle may be immediately towed, without prior notice, if it presents a traffic safety hazard, or if a vehicle boot is not available. EGSC assumes no responsibility for damage as a result of a vehicle being towed or immobilized. The owner of said vehicle is responsible for the towing expenses.

#### **VI. Accidents**

The driver(s) involved in any accident on campus resulting in injury to, or death of, or damage to any property of another shall immediately stop their vehicle at the scene of the accident and must contact the EGSC Police Department. The driver of said vehicle should remain with their vehicle until an officer arrives and must present their driver's license and valid vehicle insurance to the officer upon their arrival at the scene.

#### **VII. Speed Limits/Traffic**

The speed limit on campus roads and streets is 15 mph unless otherwise posted. Posted speed limits must be observed. Pedestrians have the right of way and caution must be exercised by drivers at all times.

In addition to the regulations contained herein, all provisions of the Georgia Traffic Code apply on campus. EGSC Police Department officers may cite violators under the EGSC Traffic Regulations or the **Georgia Traffic Code**.

#### **VIII. Appeals**

Citations may be appealed to the Vice President for Business Affairs, or designee, within five (5) business days including of the date of the citation. The right to appeal is denied after five days. All appeal decisions are final. Citations must be paid before an appeal is made. Appeal forms are available at the EGSC Police Department Offices in both Swainsboro and Statesboro.

#### **Standard Fines for Parking Violations:**

Unauthorized Parking any Space	\$50
Moving Violations	\$50
Boot Removal Fee	\$50