

Parking and Transportation Policy

Adopted by President's Cabinet 12/15/2015

This policy applies to all faculty, staff, students, and visitors of East Georgia State College (EGSC). Parking Services is administered by Auxiliary Services and enforced by the EGSC Police Department in Swainsboro and Statesboro. Transportation Services is administered by 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 hang tags may be purchased for \$15.00. Faculty, staff, retiree and visitor permits are issued at no cost for one hang tag. There is a fee of \$5.00 for additional or replacement hang tags.

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 hang tags may be purchased for \$15.00. Faculty, staff, retiree and visitor permits are issued at no cost for one hang tag. There is a fee of \$5.00 for additional or replacement hang tags.

II. Permit Issuance

Swainsboro – for students, parking hang tags 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 hang tags before the first day of the second week of the semester. For faculty and staff, hang tags are issued at the Police Department located in the Student Center. New employees are issued hang tags during their in-processing with Human Resources and must display their issued hang tag 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 presenting a receipt to the Police Department.

Statesboro – for students, hang tags 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 hang tags 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, hang tags are issued at the Police Department located in the Student Center in Swainsboro. New employees are issued hang tags during their in-processing with Human Resources and must display their issued hang tag 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 the receipt to the Police Department.

III. Designated Parking Areas

Student Parking is allowed only in white-lined spaces on campus, unless spaces are designated as Visitor Parking. Student employees are not allowed to park in Faculty Staff designated (yellow lined) parking spaces.

Reserved faculty staff parking is designated by yellow-lined spaces.

Service/Delivery parking is allowed only in orange-lined spaces on campus.

Handicap parking is allowed only in blue spaces on campus. 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.

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

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.

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

Temporary Parking Permits are issued, free of charge, from the Public Safety Office 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 Director of Auxiliary Services 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:

No or expired Hang Tag:	\$25
Unauthorized Parking any Space	\$50
Moving Violations	\$50
Boot Removal Fee	\$50