



AUXILIARY SERVICES

# Parking Procedures

PARKING SERVICES

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## Mission Statement and Purpose

The mission of Albany State University's Parking Services is to provide safe, on-campus services, to enforce the parking procedures and regulations outlined in this manual, and to coordinate parking with contract development projects throughout the campus.

ASU Parking Services reserves the right to change parking procedures. The University will provide students, faculty and staff with notice of any changes as early as possible.

The purpose of these procedures and regulations is to facilitate safety, maintain orderly conduct of the University's business, and to provide appropriate parking in support of these functions within the limits of available spaces.

## General Information

All motorized vehicles parked at any time on campus must be properly registered and must display the proper parking decal at all times. It is the responsibility of the vehicle operator to purchase a new decal each academic year. In the event there is a change of status from student to staff during the year, the decal must reflect the status of the vehicle operator. **Each motor vehicle must be registered no later than August 31 of each year.**

Parking decals are non-refundable. Decals purchased at the beginning of the academic year (August) are valid for the entire year. Decal fees are not prorated.

All persons operating a vehicle on ASU property must have a valid state driver's license and present proof of auto insurance upon request at all times. ASU identification must be presented when requested by ASU Police or enforcement personnel. Students, faculty and staff are requested to keep their ASU Ram ID card with them at all times.

## Campus Citizens, please be aware that...

Operation of a motor vehicle on the ASU campus is a privilege granted by the University and may be revoked at any time if an operator fails to abide by parking regulations.

It is the responsibility of each operator of a motor vehicle on the ASU campus to know, understand and comply with all parking procedures and regulations.

While normal precautions will be taken to ensure safety, ASU assumes no responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on ASU campus will be at the risk of the owner/operator of the vehicle regardless of whom the operator may be.

ASU shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on University property.

The parking procedures and regulations are created and enforced under the authority of the Official Code of Georgia, Section 20231. ASU is authorized and reserves the right to regulate the use of all parking facilities for the exclusive use of designated groups and/or individuals participating in University sponsored events.

Any vehicle involved in a traffic accident on campus must report the incident to ASU Police before moving the vehicle.

Pedestrians have the right-of-way at all times on campus, except where traffic is regulated by mechanical devices.

## Tips for Parking

- Learn the classification of designated parking spaces to understand where you are authorized to park on campus.
- Unauthorized parking may consist of the following, but not limited to: parking in handicap, visitor, faculty/staff or reserved spaces without a proper decal, fire lanes, tow-away zones, service vehicle spaces and yellow curbs.

- Properly display parking decal when parking on campus.
- A State approved Handicapped Parking Permit must be displayed to park in disabled spaces.
- If a parking citation is issued, make the payment within five days from the day of the citation to avoid late fees.
- When registering for classes, allow enough time to walk from one class to another.
- Arrive early enough to locate a parking space prior to classes and/or meetings.
- When expecting visitors, a visitor parking pass must be obtained from Parking Services.
- Vehicle windows should be up and doors locked when parking on campus. Try to leave valuables at home or conceal them in the vehicle.

## How to Obtain a Parking Decal

### Students, Faculty and Staff

Motor vehicles may be registered at any time utilizing the online vehicle registration link provided for students, faculty and staff.

1. **Register your vehicle:** <https://forms.office.com/r/T1JeTTHJ0g>
2. **Make decal payment:**

- a. Navigate to asurams.edu.
- b. Click on “Students”.
- c. Click on “ASU TouchNet Student Portal”.
- d. Select “Make A Payment”.
- e. Select “Future Amount Due”.
- f. Enter the amount of the decal in which you are purchasing into the amount box.
- g. Select “Add” then “Continue”.
- h. Select debit/credit card or eCheck.
- i. Complete payment process.

Decal Type:	Price:
Students	\$15
General Faculty/Staff	\$25
Reserved Faculty/Staff	\$60

To pay by cash or check, make payment at Ram Central, West Campus, Student Center, prior to picking up your decal.

3. **Pick up your decal. All decals must be picked up from Parking Services.** You must bring Ram ID or Identification and proof of payment (receipt).

Decals can be picked up from Parking Services between 9 a.m. and 4 p.m. Monday – Friday.

## Visitor Parking

Individuals who are not currently enrolled ASU students, faculty or staff are permitted to park on campus as long as a valid visitor pass is obtained. Visitors are permitted to park in visitor parking spaces only, which are designated via a white curb.

All visitors must register the vehicle with Parking Services by completing a Vehicle Registration Form. Once a form is submitted a visitor pass will be issued. A one-day pass can be issued free of charge or an annual pass may be purchased for \$12. Individuals who wish to purchase an annual pass must make payment via cash or check at Ram Central, West Campus, Student Center. Decals will not be issued without receipt of payment. Visitor passes must be displayed from the rearview mirror.

## Color-Coded Classification of Parking Spaces

### NUMBERED

**Reserved Faculty/Staff parking spaces are green in color and labeled with a numerical value.**

Reserved parking spaces are issued on a first-come, first-serve basis. Reserved parking decals must be requested by emailing the request to the Parking Services Office at [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu). Once the request is received, you will receive confirmation as to whether there are available parking spaces in the desired parking lot in which you requested. If approved, the individual will be notified of eligibility and must bring documentation approving the request and receipt of payment to Parking Services. Reserved decals will not be issued until proper registration and decal payment are made. **NO EXCEPTIONS!** In the event individuals chooses to travel to other areas on campus, a general faculty/staff parking space must be utilized. Parking in other parking zones is prohibited. Failure to comply with parking regulations could result in citations and/or the vehicle being towed. All vehicles towed are subject to fees at the owner's expense.

**General Faculty/Staff parking spaces are green in color.** Current ASU employees may utilize any general Faculty/Staff parking space. Students who are currently enrolled at ASU and are employed by ASU in a work-study or other work-related designated capacity are not permitted to purchase or utilize Faculty/Staff parking decals. Students who are family members of ASU employees are not permitted to obtain or park in Faculty/Staff parking. Faculty/Staff decals will not be issued until proper registration and decal payment are made. **NO EXCEPTIONS!** Parking in other parking zones is prohibited. Failure to comply with parking regulations could result in citations and/or the vehicle being towed. All vehicles towed are subject to fees at the owner's expense.

**Student parking spaces are orange in color.** At this time, there is no limit to the number of vehicles a student may have on campus, but this regulation is subject to change due to the limited number of available parking spaces on campus. Due to the limited amount of parking spaces on campus, residential students are no longer permitted to drive their vehicles about the campus to attend classes. Once residential students obtain their dorm assignments, a residential parking area will be assigned and is indicated by the posted signs and/or orange color curb. Parking in other parking zones is prohibited. Failure to comply with parking regulations could result in citations and/or the vehicle being towed. All vehicles towed are subject to fees at the owner's expense.

**Visitor parking spaces are white in color.** Visitors are permitted to park in visitor parking spaces only, which are designated via a white curb. Visitors must obtain a parking pass from Parking Services before authorized to park on campus. Vehicle operators who are employees or students are not permitted to obtain visitor passes. Parking in other parking zones is prohibited. Should visitor spaces be unavailable, visitors should ensure to park in areas that are not designated by color, number or signage, but in unmarked lots/spaces only. Failure to comply with parking regulations could result in citations and/or the vehicle being towed. All vehicles towed are subject to fees at the owner's expense.

**Handicap parking spaces are blue in color.** Individuals with proper lawful permits are permitted to park in handicap parking spaces, which are designated via blue curbs and lines and/or signage. All other individuals are prohibited to park in these designated areas. Additionally, it is illegal for individuals to utilize a handicap permit that is not issued in their name for the car in which is being operated. Failure to comply with parking regulations could result in citations and the vehicle being towed. All vehicles towed are subject to fees at the owner's expense.

## Associated Fines

All parking spaces located within the ASU campus are color coded to designate specific parking areas. The following chart details the color assignments on campus and associated violations for non-compliance.

Color	Description	Fine	Violation for Non-Compliance
Green – Reserved	Faculty/Staff Reserved Parking. Individuals parked in reserved spaces without a proper decal will be cited and towed at the owner's expense.	\$50 + TOW	Parked in Reserved Parking Parked in an Unauthorized Area
Green	General Faculty/Staff Parking. Current ASU faculty and staff ONLY.	\$50	Parked in Faculty/Staff Parking Parked in an Unauthorized Area
Orange	Student Parking. These areas are designed for currently enrolled ASU students who either live on campus or drive to ASU each day.	\$50	No ASU Decal/No Visitor's Pass Parked in an Unauthorized Area
White	Visitor Parking. Parking in visitor parking is reserved for those individuals who visit the ASU campus and are not currently enrolled ASU students, Faculty or Staff.	\$50+TOW \$25	Parked in an Unauthorized Area Parked in Visitor Parking
Blue (ADA) Handicap	Handicap Parking. Individuals who have a permit which is a valid/lawful handicapped license plate. Only these individuals will be allowed to park in handicapped parking.	\$250+TOW	Parked in Handicap Parking

## Temporary Parking Decals

Temporary parking decals are issued for a limited 2-week period and may be renewed in 2-week increments. After a total of three (3) decals have been issued, the individual must purchase a replacement decal for \$10. A temporary decal may be issued under the following circumstances:

1. A currently registered vehicle with a paid decal that is inoperable or under repair for currently enrolled students, faculty or staff.
2. A temporary ASU employee or contractor/vendor assigned temporary duties at 30-days intervals until the contract is completed.

Individuals requesting a temporary decal must complete the Vehicle Registration Form and provide a copy of the operator's valid state driver's license to Parking Services.

## Proper Display and Use of Parking Decals

All students, faculty and staff who park a vehicle on campus must obtain and properly display an appropriate parking decal at all times.

Parking decals are not transferrable, which means the decal cannot be loaned to another operator to use. **Student decals must be permanently affixed to the vehicle inside the front driver's side, lower left corner of the front windshield. Faculty/Staff decals must be permanently displayed inside from the front of the rearview mirror with the number of the decal facing outward.** Decals must not be falsified, forged or altered. The use of parking decals by operators other than the operator to whom the decal has been issued is prohibited, and a fine will be assessed.



Motorcycles will be issued a stick-on decal to be displayed on the front forks of the motorcycle.

Only current parking decals are to be displayed on motor vehicles. A vehicle with an expired decal will receive a citation.

## How to Obtain an Additional Decal

In the event an individual operates a different vehicle on campus, an additional decal must be purchased and displayed to maintain compliance. The additional decal fee is \$10. Additional decals are issued by Parking Services.

## Replacing a Lost, Stolen or Damaged Parking Decal

In the event a student, faculty or staff parking decal is lost, stolen or damaged, ASU Parking Services and ASU Police Department should be notified immediately. Any vehicle with the reported lost, stolen or damaged decal will be removed from campus for displaying an unauthorized decal. A \$250 citation will be issued for possession of a stolen decal. Individuals can also be charged with theft by taking or theft by receiving stolen property. If the reported lost, stolen or damaged decal is recovered, it must be returned to Parking Services. The fee for a replacement decal is \$10.

## How ASU Assigns Responsibility for Parking Violations and Sanctions

All vehicles and registered operators involved in parking violations may be issued citations. The registered owner/operator of the vehicle is responsible for all fines, late fees and administrative costs or the filing of appropriate appeals for the violation. The fines, penalties and other sanctions will be administered as follows:

- In the case of a vehicle registered with ASU Parking Services, fines and sanctions will be assessed against the operator in whose name the vehicle is registered.
- In the case of vehicles not registered, assessments will be made against the operator if it is determined that the operator at the time of the violation is associated with Albany State University, and in fact, should have registered the vehicle with ASU Parking Services.
- If a vehicle is not registered with the University and the operator is not associated with the University, fines will be assessed against the vehicle's owner as listed in the State Vehicle Registration records.
- Assessments will be made concerning unassigned/unidentified vehicles by tag number, decal number, vehicle identification number (VIN), home address, class schedule, enrollment status and also by relevant information associated with the vehicle through the university software system (Banner).

## Parking Regulations

1. All parking regulations apply to students, faculty, staff and visitors.
2. Vehicles that are unidentified (with no ASU decal, vehicle tag number or vehicle identification number) are subject to be towed at any time at the owner's expense.
3. All traffic violations are subject to the Traffic Codes of the City of Albany and the State of Georgia.
4. All motor vehicles must properly display a current parking decal to park on campus at all times.
5. Vehicles must be parked in spaces authorized for the respective operator. The responsibility for locating an authorized parking space rests with the operator of the vehicle. Lack of knowledge of a parking space will not be considered an excuse for violating any parking regulations. Lack of convenient or nearby parking spaces in relation to a building, is not an excuse, or running late for class or appointment is not an excuse for parking illegally.
6. An employee may never give permission to park in a reserved parking space without the approval of Parking Services.
7. Parking on lawns, landscaped areas, sidewalks, curbs or other areas not specifically designated by signs or curb markings as parking areas is a violation and the vehicle will be towed. The absence of a "NO PARKING" sign does not denote parking is permitted.
8. Visitor spaces are provided for persons not affiliated with the University. Students, faculty and staff may not utilize visitor parking spaces. Visitors or subject to the same rules and regulations as the campus community. Campus members are responsible for the actions of their visitors and should advise them of all parking procedures and regulations. Visitors must have a visitor's pass at all times which can be obtained from Parking Services.

9. All motor vehicles will be parked on campus in such a manner as not to impede vehicle and/or pedestrian traffic or in a manner which creates a hazard.
10. Parking spaces designated for service vehicles are for use by ASU authorized vehicles and/or construction vehicles. Any other type of vehicle parked in a service vehicle space without the proper decal will be towed.
11. "Yellow" curbs are designated as no parking zones. No vehicles are allowed to park on yellow curbs or areas designated as fire lanes. (Lack of curb marking or signs does not designate these areas as parking areas) A vehicle is eligible to be cited if any part of the vehicle is located on the yellow markings.
12. "Blue" curbs are designated handicap parking areas. All blue markings indicate accessible parking and routes for individuals with disabilities. Accessible parking is limited to individuals who meet eligibility by displaying a disabled parking permit. Accessible routes are outlined by the use of blue lines. Vehicles are prohibited from blocking accessible routes to these areas.
13. Any motor vehicle operated on the ASU campus must yield to the directions of any ASU Police Officer or designee when directing traffic.
14. No motor vehicle may exceed the speed limit of 15 MPH on campus.
15. Areas designated as loading docks, loading areas and/or disabled ramps will not be obstructed by motor vehicles.
16. Recreational vehicles, motor homes, campers, etc. are not authorized to utilize more than one parking space on campus and may not be used as living or sleeping quarters while parked on campus (without the expressed permission of ASU Parking Services).
17. Visitor's parking spaces will be strictly enforced.
18. Vehicles that are illegally parked can be cited every two hours for the same offense.

## Tow Policy

The tow program is intended as an enforcement remedy against students, faculty and staff who ignore parking regulations. Vehicles that are parked in tow-away zones will be towed **WITHOUT NOTICE**. All vehicles towed are subject to fees at the owner's expense.

Any ASU parking enforcement officer may order the towing of a vehicle for the following parking violations and possible revocation of parking privileges on campus:

- Blocking Driveway
- Blocking Fire Hydrant/Fire Lane
- Handicapped Areas
- Parking in Reserved Area, to include the President's space
- Parking in Service Area
- Parking in Unauthorized Areas
- Parking on a Yellow Curb
- Parking in or portion of NO Parking/Tow Zone



## Parking Violations and Associated Fines

Once a citation has been issued, it is the responsibility of the operator to keep a copy. Violators who receive excessive citations are subject to additional penalties, such as increased fines, vehicles towed and/or revoked driving privileges on campus.

Alteration/reproduction of decal/temporary decal	\$250
Blocking Driveway	\$50 + Tow
Blocking Fire Hydrant	\$50 + Tow
Boot Removal Fee	\$20
Double Parking	\$45
Expired ASU Decal	\$25
Failure to Yield Right of Way	\$25
Failure to Stop for Pedestrian	\$15
Falsifying Information for Vehicle Registration	\$250
Fire Lane	\$50 + Tow
Handicapped Areas	\$250 + Tow
Improper Display of Decal	\$25
Littering	\$100
No ASU Decal/No Visitor's Pass	\$25
No Parking Zone	\$25 + Tow
Parking in a Faculty/Staff Area	\$50
Parking on Grass or Sidewalk	\$35
Parking in Reserved Area	\$50 + Tow
Parking in a Service Area	\$50 + Tow
Parking in a Traffic Lane	\$50 + Tow
Parking in Unauthorized Areas	\$50 + Tow
Parking in Visitor's Parking	\$25
Parking on a Yellow Curb	\$35 + Tow
Possession of Stolen Permit	\$250
Ran Stop Sign	\$25
Reckless Driving	\$50
Speeding on Campus	\$25
Vehicle Not Parked within Space	\$25
Vehicle not Registered	\$25

## How to Appeal a Parking Citation

ASU offers all individuals the ability to file for a citation appeal. Appeals are made to Parking Services by completing the Parking Citation Appeal Form and emailing it to [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu). The appeal request must be submitted within five (5) business days from the date the citation was issued. An appeal decision will be made within (10) business days from the date of the appeal. Payments and late fees are suspended during the appeal process. If you file an appeal, you will be notified by e-mail when a decision has been rendered.

## Payment of Parking Fines

To make payment for parking fines, complete the following steps:

- a. Navigate to asurams.edu.
- b. Click on "Students".
- c. Click on "ASU TouchNet Student Portal".
- d. Select "Make A Payment".
- e. Select "Future Amount Due".
- f. Enter the amount of the parking citation in which you are paying into the amount box.
- g. Select "Add" then "Continue".
- h. Select debit/credit card or eCheck.
- i. Complete payment process.

To pay by cash or check, make payment at Ram Central, West Campus, Student Center.

Payment must be received no later than five business days from the date of the citation. If the fine is not paid or an appeal is not presented within this time frame, the citations will be considered delinquent and a late fee of \$10.00 will be assessed. No further appeal will be permitted. **A "HOLD" will be placed on the violator's record when parking fines are accumulated.** Violators who fail to pay parking holds will not be permitted to register for classes or receive a transcript until fines are paid.

Parking and traffic violations cited on a State of Georgia Traffic Citation by the ASU Police Department must be paid or appealed to the State Traffic Court of Dougherty County.

For more information, visit: <https://www.asurams.edu/fiscal-affairs/auxiliary-services/parking-services.php>

### **ASU Parking Services**

Email: [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu)  
Office: 229.500.2886  
2400 Gillionville Road  
Albany, Georgia 31707  
West Campus, Building C, Room – 107