

Enforcement

The Albany State University Police Department is responsible for enforcing parking rules and regulations twenty-four (24) hours 365 days per year. New student orientation packages should include the Parking Policy, and all other students, employees, and visitors are required to comply with these parking regulations.

Vehicles parked contrary to regulations may be issued citations with penalties ranging from warnings to monetary fines. Vehicles in restricted areas may be ticketed, booted and/or towed without warning at the owner's expense.

Payment of Fines:

- If the vehicle is ticketed, payments must occur within five (5) business days of the date the citation was issued, unless in the appeal process. All fines are to be paid in person at the Business Office Cashier's Window, Billy C. Black Building, Second Floor.
- If the vehicle is booted, a \$20.00 fee must be paid before the boot is removed. If the boot fee is not paid within 24 hours, the vehicle will be towed.
- If the vehicle is towed, fees are to be paid to the towing company contracted by Albany State University Police Department.

Citations

Appeal of Citations: Appeals must be filed within five (5) business days of the due date the citation was issued. Only unpaid citations may be appealed. The appeal form is available at ASU PD or online. The following reasons are not acceptable for ticket appeal:

- Lack of knowledge of the ASU parking policy.
- Late for class or appointment.
- Inability to find a legal parking space.
- Vehicles parked in areas different from the decal color code.

Payments and late fees are suspended during the appeal process. All appeal decisions are made by the Board of Appeals and are final by the Chief of Police.

Non-Payment of Fines - Failure to pay parking fines is a violation of the ASU parking policy. Vehicles on record with two or more unpaid parking fines and no remaining appeal options may be towed without warning at the owner's expense. Additionally, violators will have a HOLD place on the owner's BANNER account until payments are received.



POLICE DEPARTMENT PARKING SERVICE DIVISION

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PARKING POLICY

Review the complete
Parking Guide
on our Website for further details at
www.asurams.edu
Select *Offices* under *About ASU*
Click on *Fiscal Affairs*
Click on *University Police*

Mission Statement

The mission of the Albany State University Police Department (ASU PD) Parking Service Division is to provide safe on-campus services, to enforce the parking policies listed in this brochure, and to coordinate parking with contract development projects throughout the campus.



Parking Decals

Faculty, staff, students and visitors parking their vehicles on ASU campus are expected to obey parking signs and conform to all applicable regulations as described in this brochure. Every academic year, all parking decals expires on August 31st. All vehicles parked on ASU Campus must display a current decal for parking at all times. The on-line steps for obtaining a parking permit are:

- Access ASU Website at www.asurams.edu, select Banner under the My Campus tab at the top of the webpage
- Click Login to Secure Area. Enter User ID, PIN, and click Login
- Click ASU PD Services under the Personal Information tab
- Select Purchase a Permit
- Click the desired permit type
- Click on desired vehicle to register or if the vehicle is not in the system, enter all of the vehicle's information and click ADD a Vehicle.

Payment Options:

For electronic payments with a debit or credit card, return to Parking Home. Click the Make Payment Online option. Input the card information, click submit and Print the confirmation page or pay at the ASU Business Office Cashier's Window (Billy C. Black Building, Second Floor).

For cash or check payments, (debit or credit card accepted) go to the ASU Business Office Cashier's Window to pay and obtain receipt of payment. If payment option is the Cashier's Window, the Business Office normal business hours are Monday-Friday, 9:00 am to 4 pm.

- After the charge is accepted, an informational screen is displayed. Print this page; this is proof of vehicle registration in BOSSCARS, not a permit to be displayed on the vehicle.
- Bring the payment confirmation, (between the hours of 8 a.m. to 5 p.m., Monday through Friday) along with the State Vehicle Registration and the BOSSCARS printout to ASU PD to receive the vehicle's current year decal.

Parking Areas

Several areas on campus are designated as NO PARKING, FIRE LANE, YELLOW CURB or HANDICAPPED PARKING. Park only in the areas authorized by the permit classification.

Classes and Assignment of Parking Permits are color coded for easy decal identification:

Yellow: Reserved Parking - \$60.00

Green: Standard Faculty/Staff Parking - \$25.00

Orange: Commuter Student Parking - \$15.00

Brown: Residential Student Parking - \$15.00

White: Visitor Parking (FREE 1-Day Hang Tag or \$12.00 Annual Visitor Permit)

Placement of the Decal: All vehicles authorized to park on campus must have the decal permanently displayed inside the motor vehicle affixed to the front driver's side lower corner of the windshield.

Replacement: In the event a permit is lost, stolen, damaged, and/or the purchase of a new vehicle, it may be replaced by reporting the loss to ASU PD. The replacement fee is \$10.00. Any vehicle with the reported lost, stolen or damaged permit will be removed from campus for displaying an unauthorized permit. Also, a \$250.00 citation will be issued for possession of a stolen permit.

