



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 notify students, faculty, and staff of any changes as early as possible.

These procedures and regulations aim to facilitate safety, maintain orderly conduct of the University's business, and 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 permit at all times. The vehicle operator is responsible for purchasing a new permit each academic year. In the event there is a change of status from student to staff during the year, the permit must reflect the status of the vehicle operator. **Registration is valid for one year, from August 1 to July 31 each year. Vehicle registration opens each year on August 1.**

Parking permits are non-refundable. Permit fees are not prorated. If you are a new student, faculty, or staff member employed between May 1 and July 31, the parking permit fee is \$10. Please note that when the new registration year begins on August 1, a new parking permit must be purchased.

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 cards with them at all times.

The university reserves the authority to make changes as needed in parking areas, traffic flow, and other areas related to traffic conditions.

Faculty and Staff members are required to observe these regulations as a condition of employment.

Students are required to observe these regulations as a condition of attendance at the University.

A Parking Committee representative of students, faculty and staff shall be appointed each year. This eleven-member ad hoc committee shall be composed of the director of Auxiliary Services, two faculty members, two staff members, two students appointed by the Student Government Association and four members appointed by the Director of Auxiliary Services.

This committee shall solicit and study proposals for changes and improvements and shall consider problems of a significant nature affecting the success of the Parking program. The committee shall advise on all substantive operational procedures.

## 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 the 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.

## **How to Obtain a Parking Permit**

### **Students, Faculty, and Staff**

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

**Register your vehicle:** [Vehicle Registration](#)

#### **1. Make permit 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" or "Amount Due"
- f. Enter the amount of the permit in which you are purchasing into the amount box.
- g. Select "Add" then "Continue".
- h. Select debit/credit card or eCheck.
- i. Complete the payment process.

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

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

#### **2. Pick up your permit. All permits must be picked up from Parking Services.** You must bring a Ram ID or Identification and proof of payment (receipt).

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

## **Proper Display and Use of Parking Permits**

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

Parking permits are not transferrable, which means the permit cannot be loaned to another operator to use. **Student, Faculty, and Staff permits must be permanently affixed to the vehicle inside the lower left corner of the rear windshield.** Permits must not be falsified, forged, or altered. The use of parking permits by operators other than the operator to whom the permit has been issued is prohibited, and a fine will be assessed.

Motorcycles must permanently affix permits on the front forks of the motorcycle.



## Color-Coded Classification of Parking Spaces

### **Green-Numbered – Reserved Faculty & Staff**

Reserved Faculty/Staff parking spaces are green in color and labeled with a numerical value. All reserved parking requests must be made by emailing the request to the Parking Services Office at [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu). In the event individuals choose to travel to other areas on campus, a general faculty/staff parking space must be utilized.

### **Green – Faculty/Staff**

Faculty/Staff parking spaces are green in color. Current ASU employees may utilize any general Faculty/Staff parking space. Students who are employed by ASU in a work-study or other work-related designated capacity are *not permitted* to purchase or utilize Faculty/Staff parking permits. Students who are family members of ASU employees are not permitted to obtain or park in Faculty/Staff parking.

### **Orange – Student**

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 around the campus to attend classes. Once residential students obtain their dorm assignments, a residential parking area will be assigned and indicated by the posted signs and/or orange color curb. Parking in other parking zones is prohibited.

### **White – Visitor**

Visitor parking spaces are white in color and/or labeled accordingly. Visitors are permitted to park in visitor parking spaces only. Visitors must obtain a parking pass from Parking Services before being authorized to park on campus. 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. Permits must be displayed from the rearview mirror.

### **Blue – Handicapped**

Handicapped parking spaces are blue in color. Individuals with proper lawful permits are permitted to park in handicapped 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.

## Temporary Parking Permits

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

1. A currently registered vehicle with a paid permit 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-day intervals until the contract is completed.

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

## 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 or curbs with no color or designation.

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. Annual Visitor's Parking permit is \$12 per academic year. For Weekend Parking, a

\$5 charge can be applied and must be approved by ASU Parking Services. Individuals who wish to purchase an annual pass must make payment via cash or check at Ram Central, West Campus, Student Center. Permits will not be issued without receipt of payment. Visitor passes must be displayed from the rearview mirror.

## **ADA Parking**

Ensuring that disabled persons on each Albany State University campus have an easy way to access transportation services is one of our priorities.

Temporarily Disabled Persons who have their motor vehicle properly registered and who have secured a “temporary access permit” may at any time, park their vehicle in any ADA marked parking spaces. They are also required to have an active parking permit for the Albany State University.

Permanently disabled persons who have their motor vehicle properly registered with a State-issued license plate or hangtag may park their vehicle in any ADA marked space. All regular fees associated with a campus parking permit still apply.

Our Transit Service runs during classes, final exams, football game days and commencement. The Transit Services does not run when classes are not in session, during campus holidays or between semesters. Each bus is equipped with a ramp/lift so that disabled persons may enter and exit comfortably.

## **How to Obtain an Additional Permit**

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

## **Replacing a Lost, Stolen, or Damaged Parking Permit**

In the event a student, faculty, or staff parking permit 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 permit will be removed from campus for displaying an unauthorized permit. A \$250 citation will be issued for possession of a stolen permit. Individuals can also be charged with theft by taking or theft by receiving stolen property. If the reported lost, stolen, or damaged permit is recovered, it must be returned to Parking Services. The fee for a replacement permit 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 ASU, 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, permit 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. University parking regulations apply to students, faculty, staff, and visitors.
2. Vehicles that are unidentified (with no ASU permit, 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 permit to park on campus at all times.
5. Vehicles must be parked in spaces authorized by the respective operator. The responsibility for locating an authorized parking space rests with the operator of the vehicle. A 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 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 permit any individual 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 are 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. Visitor parking spaces will be strictly enforced.
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 that 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 permit 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 handicapped 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. Vehicles that are illegally parked can be cited every two hours for the same offense.
18. Only current parking permits are to be displayed on motor vehicles. A vehicle with an expired permit will receive a citation.

## Disciplinary Action

1. Persons apprehended for operation of vehicle while under the influence of alcohol or other mind-altering drugs will be prosecuted in State Court and turned over to the Judicial Affairs office.
2. Speeding and/or reckless driving charges may be turned over to the local authorities and/or the Judicial Affairs office.
3. All fines not paid within the specified time become financial obligations to the university. Staff members and students must pay all fines before they can purchase future permits, clear for graduation, or receive transcripts.
4. Students or staff who persist in violating these regulations or a violation with aggravated circumstances, will be referred to the appropriate office which could lead to revocation of parking privileges or suspension or dismissal from the university.
5. Persons displaying abusive language, discourtesy or disrespect toward University Police, city or state officers, or Parking employees may be turned over to the local authorities and/or to the Judicial Affairs office.
6. Individuals receiving five (5) or more tickets in one term may be subject to parking restrictions and possible revocation of parking privileges.

## Lot Enforcement

1. Faculty and Staff regular and reserved parking spaces are designated for University employees only, Monday through Friday from 7:30 A.M. – 5:00 P.M.
2. University parking citations must be appealed online within five (5) days.
3. Unregistered, improperly registered, unidentifiable, or illegally parked vehicles may be towed away, impounded, or immobilized at the owner's expense. If a wrecker has been called to tow a vehicle and the owner returns to the vehicle during the process of towing, they must settle with the wrecker service at that time or the vehicle will be impounded.
4. Information regarding towed vehicles may be obtained with the University Police, 229-430-4711.

## 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 any parking violations that could result in possible revocation of parking privileges on campus. For a list of violations that are subject to tow, please refer to the next section entitled Parking Violations and Associated Fines.

## 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 permit/temporary permit	\$250
Blocking Driveway	\$50 + Tow
Blocking Fire Hydrant	\$50 + Tow
Boot Removal Fee	\$20
Double Parking	\$45
Expired ASU Permit	\$25



Failure to Yield Right of Way	\$25
Failure to Stop for a Pedestrian	\$15
Falsifying Information for Vehicle Registration	\$250
Fire Lane	\$50 + Tow
Handicapped Areas	\$250 + Tow
Improper Display of Permit	\$25
Littering	\$100
No ASU Permit/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 link. [Parking Citation Appeal](#).

Scan for Citation Appeal.



All individuals have the right to appeal a citation. Appeals are made to Parking Services and must be submitted within five (5) business days from the date the citation was issued. After five (5) calendar days, the right to appeal is forfeited. An appeal decision will be sent to the Parking Committee and made within (10) business days from the date of the appeal. Payments and late fees are suspended during the appeal process. The committee's findings are final.

When an appeal is denied, the citation to which it pertains becomes due and payable. 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](http://asurams.edu).
- b. Click on "Students".
- c. Click on "ASU TouchNet Student Portal".
- d. Select "Make A Payment".
- e. Select "Future Amount Due" or "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 the 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.

## Tips for Parking

- Learn the classification of designated parking spaces to understand where you are authorized to park on campus.
- Unauthorized parking consists of the following, but is not limited to parking in handicapped, visitor, faculty/staff, or reserved spaces without a proper permit, fire lanes, tow-away zones, service vehicle spaces, and yellow curbs.
- Properly display parking permits when parking on campus. Only current parking permits are to be displayed on motor vehicles. A vehicle with an expired permit will receive a citation.
- 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 before 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.

For more information, visit: [ASU Parking Services](#)

### **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