

# Parking Procedures Manual

## 1. Introduction

### 1.1 Purpose

This manual establishes clear and consistent procedures for managing Albany State University's (ASU) parking facilities effectively. These procedures aim to ensure safe, efficient, and orderly parking for employees, students, and visitors.

Parking Services reserves the right to change parking procedures at any time. The University will notify students and employees of any changes as early as possible.

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## 2. Parking Facility Overview

### 2.1 Facility Description

The Albany State University parking lots consist of the following:

	<b><u>East Campus</u></b>	<b><u>West Campus</u></b>	<b><u>TOTAL</u></b>
<b>General Spaces</b>	1,647	1,566	3,213
<b>Reserved Spaces (Cabinet/Leadership)</b>	37	24	61
<b>Employee Spaces</b>	184	50	234
<b>Student Spaces</b>	484	398	882
<b>Visitor Spaces</b>	0	5	5
<b>Accessible Spaces</b>	93	44	137
<b>Total Spaces</b>	<b>2,445</b>	<b>2,087</b>	<b><u>4,532</u></b>

Parking lots are enforced daily from 8:00 a.m. to 5:00 p.m. during standard university operational hours. However, major parking regulations—such as no parking on yellow curbs, in no-parking zones, in ADA-accessible spaces, or blocking driveways and service areas—are enforced 24/7 and may result in citations and/or towing.

### 2.2 Special Parking Areas

- **ADA-Accessible Parking:** Located near building entrances and marked with blue lines, curbs, and appropriate signage.
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## 3. Parking Operations

### 3.1 Eligibility

All motorized vehicles parked on campus must be properly registered. The vehicle operator is responsible for registering each academic year. **Registration is valid for one year, from August 1 to July 31 each year.**

**Employees:** University employees must comply with parking regulations as part of their employment. They must register their vehicle annually and may park in employee designated or general open parking lots.

- **Students:** Students enrolled at ASU must comply with parking regulations as part of their enrollment. They must register their vehicle annually and may park in student-designated or general open parking lots.
- **Visitors:** Individuals who are not employed or enrolled at the university must comply with parking regulations. They must register their vehicles before visiting campus and may park in visitor-designated spaces or general opening parking lots.
- **Contractors:** Third-party companies working on campus daily must register their vehicles annually and adhere to all parking regulations.
- **Vendors:** Individuals who come to campus to provide services at the university's request. They must register their vehicles and comply with all parking regulations.

### 3.2 Parking Fees

Parking fees are non-refundable and not prorated.

- **Employee Parking:** \$50 annually.
- **Student Parking:** \$30 annually.
- **Summer Parking:** \$20 (May 1 – June 30).
- **Visitor Parking:** \$20 annually, \$10 for a 3-day weekend, or free for one-day parking.
- **Contractors:** \$50 annually.
- **Vendors:** Free, but must register service vehicles.
- **Additional Vehicle Registrations:** Link up to two vehicles to your registration, but only one may be parked on campus at a time.
- **ASU-Branded License Plate:** One-time \$15 fee. If you plan to back into or pull through a parking stall, you must purchase a Front Plate in addition to your regular annual parking registration. This plate ensures your vehicle is properly recognized by our License Plate Recognition (LPR) system. This is not required unless you plan to back in or pull through parking spaces. It must be mounted on the front of the car to ensure it is visible to the LPR and to avoid citations. Annual registration is required; however, this is a one-time fee.

### 3.3 Vehicle Registration

To register your vehicle, follow the steps below.

1. Click on the [ASU Vehicle Registration](#).
2. Click the "Login" button on the top left.
3. Sign in with your Albany State University username and password.
4. Click on Order Permits.
5. Read the Parking Terms of Service and click "I Agree".
6. Select a Permit Type.
7. Click "Add a Vehicle".
8. Enter correct vehicle information (Plate, State, Year, Make, Model, and Color) and click "Add Vehicle".
9. Click "Add Permit to Cart" then, after confirming your information is correct, click "Checkout".
10. Your transaction is complete when you see a receipt transaction number on the screen and at least one (1) permit and one (1) vehicle on the account in the left navigation on the screen.

### 3.4 Updating Vehicle Registrations

To ensure compliance with campus parking regulations, employees and students must update their vehicle registration information whenever there is a change in the vehicle they operate on campus. This includes updating the make, model, license plate number, and other relevant details in the online ASU AIMS Parking Portal. Keeping this information current ensures the vehicle is registered correctly and avoids any issues with parking violations or invalid credentials. Employees and students are responsible for promptly making these updates to ensure valid parking credentials are issued for all vehicles operated on campus.

### 3.5 Color-Coded Classification of Parking Spaces

#### **Green – Employee Parking**

Employee parking spaces are marked in green and designated by specific lots. Additionally, student workers or family members of ASU employees are not permitted to park in employee parking spaces. Employees enrolled in ASU courses are classified as employees and are required to pay the employee registration fee rather than the student fee.

#### **Orange – Student Parking**

Student parking spaces are marked in orange and designated by specific residential building lots.

#### **White/ Non-Colored – General Parking**

All individuals may park in lots or spaces marked with white/non-colored curbs.

### **Visitor Parking**

Visitor parking spaces are designated specifically by signage labeled as 'Visitor Parking.' Visitors must park only in designated visitor spaces or general parking lots and register through the online ASU AIMS Portal before arriving on campus. Parking in any other zone is prohibited. Only visitors (non-ASU employees and students) are allowed to utilize 'Visitor' designated spaces.

### **Blue – ADA-Accessible**

ADA-accessible parking spaces are marked in blue and identified by appropriate signage. Only individuals with valid, lawfully issued permits may park in these designated spaces. Using an ADA-accessible permit not issued in the driver's name for the vehicle they are operating is illegal. Violations of these regulations may result in citations and towing of the car at the owner's expense. Individuals utilizing ADA-accessible parking spaces must register their vehicle in order to park on campus.

## **3.6 Parking Violations and Fines**

### **Violations:**

- If a vehicle is registered with ASU Parking Services, fines and sanctions will be assessed against the individual whose name the vehicle is registered.
- If an unregistered vehicle violates parking regulations, the operator may be held responsible if they are associated with ASU and were required to register the car. The operator will be charged for all violations incurred during the academic year.
- Individuals receiving five (5) or more violations in one term may be subject to parking restrictions and possible revocation of parking privileges.
- Individuals with repeated offenses are subject to additional penalties as outlined below.
  - **First Offense:** A citation is issued for violations such as unauthorized parking, yellow curbs, reserved spaces, blocked driveways, ADA-accessible spaces, or no parking zones. Payment is due within five business days, or a \$10 late fee applies.
  - **Second Offense:** A citation is issued for similar violations. A second offense results in an additional fine of \$20, and the individual must still pay within five business days to avoid additional penalties.
  - **Third Offense:** A citation is issued for repeated violations. A third offense results in an additional fine of \$40, and the individual must still pay within five business days to avoid additional penalties. Further penalties or additional actions (such as revoking parking privileges on campus) may be imposed after the third offense.

### **Fines:**

The Parking Enforcement and Police Department Officers have the right to issue citations for violations that might not be listed below, but abide by the standard Code of Georgia, Section 20231 regulations.

- **Back-In or Pull Through:** \$50 fine.
- **Blocking Driveways:** \$75 fine.
- **Blocking Fire Lanes/Hydrants:** \$75 fine.
- **Failure to Stop for a Pedestrian:** \$50 fine.
- **Falsifying Information for Vehicle Registration:** \$250 fine.
- **Impeding the Flow of Traffic:** \$50 fine.
- **No Parking Zones/Unauthorized Areas:** \$50 fine
- **Parking in ADA-Accessible Spaces:** \$250 fine.
- **Parking in Employee Areas:** \$75 fine.
- **Parking in Reserved Areas:** \$75 fine.
- **Parking in Service Areas:** \$75 fine.
- **Parking on Grass/Sidewalks:** \$50 fine.
- **Parking on Yellow Curbs:** \$75 fine.
- **Ran Stop Sign:** \$50 fine.
- **Reckless Driving:** \$100 fine.
- **Unnecessary Noise:** \$50 fine.
- **Vehicle Not Registered/Expired Permit:** \$50 fine.

### 3.7 Towing Procedures

The tow program is intended as an enforcement remedy against students, and employees who ignore parking regulations. Vehicles violating parking policies, especially those in unauthorized areas, blocking driveways, parking on yellow curbs, ADA-accessible spaces, employee areas, reserved spaces, unregistered, improperly registered, unidentifiable, or illegally parked, are subject to being towed **WITHOUT NOTICE** at the vehicle owner's expense. If a wrecker has been called to tow a vehicle and the owner returns to it during the towing process, they must settle with the wrecker service at that time, or the car will be impounded.

Any ASU parking enforcement officer may order the towing of a vehicle for any parking violation that could result in the possible revocation of parking privileges on campus.

### 3.8 Appealing Violations

ASU provides all individuals with the opportunity to appeal a parking citation. Appeals can be submitted to Parking Services by completing the adjudication process through the online ASU AIMS Parking Portal at [www.asurams.aimsparking.com](http://www.asurams.aimsparking.com) or by scanning the QR code on the issued citation.

#### **Parking Appeals Committee**

The Parking Appeals Committee is established to review and adjudicate appeals of parking citations issued by the University. The committee shall consist of employees from various departments across campus, appointed to ensure balanced representation. Its purpose is to provide a fair and impartial process for individuals who believe a citation was issued in error or

under extenuating circumstances. Decisions of the committee shall be based on the University's parking regulations and any relevant evidence presented. The Appeals Committee's decision is final and binding, and all appellants will be notified in writing of the outcome

#### **Appeal Guidelines:**

- Appeals must be submitted within ten (10) business days from when the citation was issued.
- After ten (10) calendar days, the right to appeal is forfeited.

#### **Appeal Process:**

- The Parking Appeals Committee will review the appeal, with a decision made within ten (10) business days of submission.
- Payments and late fees are suspended during the appeal process.
- The committee's decision is final.

#### **If an Appeal is Denied:**

- The original citation will become due and payable immediately.
- Individuals will receive an email notification once a decision is rendered.

#### **If an Appeal is Approved:**

- The original citation will be processed accordingly; no further action is required.
- Individuals will receive an email notification once a decision is rendered.

This streamlined process ensures transparency and fairness while maintaining compliance with university parking regulations.

### **3.9 Paying Violations**

All parking citations must be paid before registering for the following academic year. Individuals have ten (10) business days to pay citations, with a \$10 late fee applied if payment is made after the deadline. Any fines not paid within the specified timeframe become financial obligations to the university. Both employees and students must settle all fines before purchasing future registrations, registering for classes, and being cleared for graduation.

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

1. Login to the online ASU AIMS Parking Portal, [www.asurams.aimsparking.com](http://www.asurams.aimsparking.com).
2. Click on 'Pay Ticket' in the yellow banner.
3. Follow the prompts to complete the payment process.

A "HOLD" will be placed on the violator's record when parking fines are accumulated.

Violators who fail to pay parking fines will not be permitted to register for classes until fines are paid.

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## 4. Parking Procedures

### 4.1 Parking Regulations

- 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.
- All persons operating a vehicle on ASU property must have a valid state driver's license. ASU identification must be presented when requested by ASU Parking enforcement personnel. Students and employees are asked to always keep their ASU Ram ID cards with them.
- The university reserves the authority to make changes as needed in parking areas.
- Operation of a motor vehicle on the ASU campus is a privilege the University grants. It may be revoked if an operator fails to abide by parking regulations.
- It is the responsibility of each motor vehicle operator on the ASU campus to know, understand, and comply with all parking procedures and regulations.
- ASU shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on University property.
- Any vehicle involved in a traffic accident on campus must report the incident to ASU Police before moving the car.
- Pedestrians always have the right-of-way on campus, except where mechanical devices regulate traffic.
- 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.
- Vehicles must be parked in spaces authorized by the respective operator. The responsibility for locating an authorized parking space rests with the vehicle operator. 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, and running late for class or an appointment is not an excuse for parking illegally.
- 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.
- Visitor spaces are provided for persons not affiliated with the University. Students, and employees may not utilize visitor parking spaces. Visitors are subject to the same rules and regulations as the campus community. Campus members are responsible for their visitors' actions and should advise them of all parking procedures and regulations. Visitors must have a visitor's pass at all times. Visitor parking spaces will be strictly enforced.
- 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.

- “Yellow” curbs are designated as no parking zones. No vehicles are allowed to park on yellow curbs. A vehicle can be cited if any part of the vehicle is located on the yellow markings.
- Areas designated as loading docks, loading areas, and/or disabled ramps will not be obstructed by motor vehicles.
- Recreational vehicles, motor homes, campers, etc., are not authorized to utilize more than one parking space on campus. They may not be used as living or sleeping quarters while parked on campus (without ASU Parking Services' permission).
- Vehicles illegally parked can be cited every two hours for the same offense.
- No motor vehicle may back in or pull through parking spaces on campus without a registered front license plate, either ASU-branded or official county-issued.

### **Unauthorized Reserved Parking Prohibited**

Employees are not permitted to bring or install personal or unauthorized “reserved” parking signs on campus property. Only officially designated and approved signage installed by the University Parking Services Office is recognized and enforceable. Any unauthorized signs will be removed, and individuals may be referred to Human Resources or be subject to citation at the discretion of Parking Services.

## **4.2 Misconduct**

Individuals who persist in violating these regulations or commit a violation involving aggravated circumstances, including displaying abusive language, discourtesy, or disrespect toward Parking Enforcement personnel, will be referred to the Office of Student Misconduct or Human Resources. Such referrals may result in the revocation of parking privileges, suspension, or dismissal from the University.

## **4.4 Lot Enforcement**

- All parking lots are enforced Monday through Friday from 8:00 A.M. – 5:00 P.M.
- Reserved parking spaces designated by signage are strictly enforced 24/7—violators are subject to citation and/or towing. **No exceptions!**
- Violations for unauthorized parking, such as parking on yellow curbs, ADA-accessible parking, blocked driveway/service area, or no parking zones, are still issued after standard operational hours.

## **4.5 Parking Enforcement Duties**

- **Monitor the lots** for unauthorized and unregistered vehicles.
- **Enforce parking policies**, including issuing citations for violations.
- **Assist drivers** with directions and parking issues.
- **Report incidents** such as accidents or damage to vehicles.
- **Maintain equipment**, ensuring the functionality of signs, vehicles, and mobile license plate reader (LPR) systems.



## 4.6 Traffic Flow and Direction

- **Speed limit:** The speed limit on campus is 15 mph.
- **Pedestrian walkways:** Pedestrians should only walk in designated areas and follow the posted signs.

## 4.7 Tips for Parking on Campus

- Learn the classification of designated parking lots to understand where you can park on campus.
- Unauthorized parking consists of the following, but is not limited to parking in ADA-accessible, visitor, employee, or reserved spaces without a proper registration, fire lanes, tow-away zones, service vehicle spaces, and yellow curbs.
- A State-approved ADA-accessible parking permit must be displayed to park in ADA-accessible spaces.
- If a parking citation is issued, pay within ten (10) 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 to locate a parking space before classes and/or meetings.
- When expecting visitors, a visitor must register their vehicle before coming onto campus.
- Vehicle windows should be up and doors locked when parking on campus. Try to leave valuables at home or conceal them in the vehicle.

## 4.8 Vehicle Breakdown

- **Step 1:** Notify the parking enforcement officers or ASU Police for assistance.
- **Step 2:** If needed, arrange for towing services.
- **Step 3:** Update temporary vehicle information online within AIMS Parking to avoid citations on unregistered vehicles in the interim.

Abandoned, disabled, or inoperative vehicles parked on campus must be removed from campus within five (5) days, provided that the vehicle does not create a hazard. **Repair work on vehicles, including the removal of significant parts or changing oils and/or fluids, is prohibited.**

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## 5. Technology and Equipment

### 5.1 Parking Management System

- **AIMS:** ASU's comprehensive software platform that manages all aspects of parking operations, including permit management, parking enforcement, license plate recognition (LPR), online payments and appeals, integration, and reporting and analytics.
  - **License Plate Recognition (LPR):** The lot uses LPR technology to monitor parking patterns and prevent unauthorized parking, allowing for a virtual registration and permit system. The equipment allows scanning of license plates to determine registration compliance.
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## 6. Training and Communication

### 6.1 Staff Training

All parking enforcement officers must undergo training in the following areas:

- Customer service and handling complaints.
  - Emergency response procedures.
  - Parking policy enforcement.
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## 7. Feedback and Continuous Improvement

### 7.1 Focus Group

A Parking Focus Group convenes annually, with student and employee representatives appointed to serve. This eleven-member group shall include the Director of Auxiliary Services, two employee members, two staff members, two students appointed by the Student Government Association, and four members appointed by the Director of Auxiliary Services. The group is responsible for soliciting and reviewing proposals for changes and improvements, as well as considering significant issues that impact the success of the Parking Program. It shall also provide advice on all substantive operational procedures.

### 7.2 Feedback Mechanism

Users can provide feedback or report issues by contacting [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu).

## **7.3 Improvement Process**

Parking Services will review feedback at the end of each semester and implement necessary improvements based on user reports on common issues.

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# **8. Appendices**

## **8.1 Parking Lot Designations**

### **East Campus**

#### **General Parking Lots**

- Jones Brothers Complex
- Lovett Hall
- Central Energy Plant (CEP)
- Reese/Hartnet
- James Pendergrast Library (JPL)
- Daisy Brown
- All parking along the lower campus by the athletic fields is designated accordingly

#### **Employee Parking Lots**

- Billy C. Black/Fine Arts
- Side lot of Upper-level James Pendergrast Library
- Side of Hartnett
- Side of Reese
- Facilities

#### **Student Parking Lots**

- Residence Hall 1
- Residence Hall 2
- Residence Hall 3
- Residence Hall 4
- Residence Hall 5
- Residence Hall 6
- Residence Hall 7
- Gibson & Wiley (backside)

## **West Campus**

### **General Parking Lots**

- Nursing (L Building)
- Cavalier Drive parking along the softball field
- Technology (A Building)
- Nursing Simulation Lab
- Plant Operations
- Allied Health (J Building)
- Student Center
- Arena
- All parking along the tennis courts and soccer fields

### **Employee Parking Lots**

- Administration

### **Student Parking Lots**

- West Commons Residence Hall
- Village South Residence Hall

## **8.3 Contact Information**

For assistance, please contact [parkingservices@asurams.edu](mailto:parkingservices@asurams.edu) or call 229-500-2886.