

How to Register a Vehicle For On-Campus Use

All motorized vehicles parked at any time on campus by students, employees and visitors must be properly registered and must display the proper parking permit. Only motor vehicle operators who have a valid driver's license and proper motor vehicle insurance may operate a vehicle on the ASU campus. 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 the first week of classes of the initial semester.

Motor vehicles may be registered at any time utilizing the BOSSCARS option located in Banner Web for students, faculty members and limited staff members. For staff members who do not have access to BOSSCARS, campus vehicle registration may be obtained by visiting the ASU Police Department to register the vehicle.

Procedures for Obtaining Academic Year 2011-2012 Parking Permits

Faculty/Staff and Students

1. From the ASU Web Page, click on the LOG IN / SIGN IN icon, then LOG IN with the ID NUMBER and PASSWORD.
2. Click on BANNER.
3. Click LOGIN to Secure Area.
4. Enter RAM ID Number, Personal Identification Number, and click LOGIN.
5. Under the gray Personal Info tab, click ASUPD Services.
6. Click on PURCHASE A PARKING PERMIT.
7. Click the desired permit type (see the "Classes and Assignment of Parking Permits" Section for further details).
 - a. **Students** \$15
 - b. **Faculty/Staff** \$25
 - c. **Faculty/Staff Reserved** \$60
 - d. **Annual Visitor** \$12
 - (Annual Visitor fee must be paid in cash at the ASUPD)
8. 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:
 - a. **If driving the same vehicle(s) currently registered in BOSSCARS;** select the desired vehicle from the previously registered vehicle list, and click the Submit button. If the vehicle is not on the list, click Add a Vehicle and input the vehicle information before clicking the Submit button.

- b. **If registering a vehicle for the first time in BOSSCARS;** input vehicle information and click Submit to save the new permit information.
9. Click on Purchase a Parking Permit.
 - a. For electronic payments with a debit or credit card, return to Parking Home then click the Online Payment option. Input the information, click Submit and Print the confirmation page. **If payment by debit or credit card is the option, follow the online instructions or pay at the ASU Business Office Cashier's Window.**
 - b. For cash or check payments, go to the ASU Business Office Cashier's Window in the ACAD Building on the 2nd Floor to obtain a receipt of payment. **If payment by cash or check is the option, the Business Office Cashier's Window normal business hours are Monday-Friday from 9:00 am to 4:00 pm.**
10. 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.
11. On Monday to Friday between the hours of 8:00 a.m. to 5:00 p.m., bring the electronic payment confirmation printout or paid receipt from the ASU Business Office, along with the State Vehicle Registration and the BOSSCARS printout to ASUPD to receive the vehicle's current year decal.
12. **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.
13. **Replacement:** In the event a permit is lost, stolen or damaged, it may be replaced by reporting the loss to ASUPD. The replacement fee is \$10. Any vehicle with the reported lost, stolen, or damaged permit will be removed from campus for displaying an unauthorized permit. Also, a \$250 citation will be issued for possession of a stolen permit.

Parking permits are non-refundable. Permits purchased at the beginning of the academic year (August) are valid for the entire academic year. The fees for parking permits are not prorated.

Class and Assignment of Parking Permits

(YELLOW) RESERVED VP \$60.00

The Reserved Parking Permit is yellow in color and \$60 per academic year for Faculty/Staff employees only. Reserved Parking Permits are issued by the Chief of Police for Albany State University. Reserved Parking Permits must be requested by completing the "Request for Reserved Parking Permit" Form and e-mailed to the Chief of Police. If approved, the recipient will be notified of eligibility and must bring documentation approving the request to the ASU Police Department for purchase. Employees issued this permit may utilize only parking spaces that are yellow in color with the decal number assigned to the staff member. Reserved parking permits do not allow the operator to park in other parking zones, disabled spaces (unless

displaying the proper State permit), fire lanes, visitor spaces, tow zones, service vehicle spaces or specifically designated reserve space for other employees..



(GREEN) FS = FACULTY/STAFF \$25.00

The Faculty/Staff Permit is green in color and \$25 per academic year. Vehicle operators who are current ASU employees may utilize any spaces designated as Faculty/Staff painted green and/or unmarked. Green permits do not allow the operator to park in disabled spaces (unless displaying the proper State of Georgia permit), fire lanes, visitor spaces, tow zones, service vehicle spaces and specifically designated reserved spaces. 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 permits. Students who are family members of ASU employees ARE NOT permitted to obtain or park in Faculty/Staff parking.



(BROWN) RS=RESIDENTIAL STUDENTS \$15.00

The Residential Student Parking Permit is brown in color and \$15 per academic year for each vehicle. At this time, there is no limit to the number of vehicles a residential student may have on campus, but this policy is subject to change due to the decrease in available parking. Vehicle operators who live on the ASU campus in assigned dorms are authorized to receive a Residential Student parking permit and may utilize any parking space that is brown in color. Due to the limited amount of parking spaces on the ASU 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 brown color curb. Residential Student parking permits do not allow the operator to park in disabled spaces (unless displaying the proper state permit), fire lanes, reserved or staff spaces, commuter spaces, visitor spaces, tow zones, service vehicle spaces and specifically designated reserve spaces.



(ORANGE) CS=COMMUTER STUDENT / ONLINE STUDENT \$15.00

The Commuter Student and On-Line Student parking permit is orange in color and \$15 per academic year for each vehicle. Students who qualify for Commuter Student parking are those students who attend ASU and must travel to campus to attend classes and do not live in ASU housing. Commuter Students may utilize unmarked parking spaces and those that are orange in color. Commuter Student parking permits do not allow the operator to park in Residential Student parking zones, disabled spaces (unless displaying the proper state permit), fire lanes,

reserved or faculty/staff spaces, visitor spaces, tow zones, service vehicle spaces and specifically designated reserve spaces.

(WHITE) V=VISITOR PARKING PERMIT \$12.00

All visiting operators parking on the ASU Campus will be required to obtain an ASU Visitor's Pass. Vehicle operators who are employees or students are not permitted to obtain visitor's permits. Visitor's **MUST** obtain a permit from the ASU Police Department before authorized to park on campus. A valid State driver's license will be required at the time a visitor permit is requested. Vehicle operators with visitor permits may park in visitor spaces and any available parking space, except reserved, faculty/staff, service vehicle spaces, tow zones, curbs and disabled spaces (unless the appropriate state permit is displayed). Daily visitor hang tags are free of charge. Annual Visitors' Parking Permit is \$12.00 per academic year. For Weekend Parking, a \$5 charge can be applied and must be approved by the ASU Chief of Police.

TEMPORARY PARKING PERMIT (HANG TAG)

Temporary Parking Permits are issued only to those vehicles that have been issued a current decal. If a vehicle has a current decal, a TEMPORARY PARKING PERMIT may be issued under the following circumstances:

- (1) A temporary ASU employee, vendor, or contractor assigned temporary duties at 30-day intervals until the contract is completed. The vehicle operator must complete "Vehicle Registration Form" and provide a copy of the operator's valid State driver's license.
- (2) A currently registered vehicle with a paid decal that is inoperable or under repair. This permit is limited for a 2-week period and may be renewed if the vehicle is inoperable for more than 2-weeks. After a total of 4 hang tags have been issued, the customer can purchase a replacement decal for \$10.
- (3) A rental vehicle operator with proper documentation can purchase a Temporary Hang Tag for a fee:
 - a. \$1.00 for 1 to 2 weeks
 - b. \$2.00 for 2 to 4 weeks.

Proper Display and Use of Parking Permits

All employees and students who will be parking a vehicle on campus must obtain and properly display an appropriate parking permit. A permit is required at all times. Any **non-registered** or **unidentified** vehicle with three or more unpaid parking citations will be “booted” and any **non-registered** or **unidentified** vehicle with five or more unpaid parking citations will be removed from campus at the owner's expense. Vehicles parked in the following areas will automatically be towed:

1. Vehicles parked in a space marked “Reserved Parking”
2. Vehicles parked in a handicapped space without the proper State of Georgia decal
3. Vehicles parked near fire hydrants or lanes
4. Vehicles parked in posted tow-away zones
5. Vehicles blocking driveways or obstructing the flow of traffic

Parking permits are not transferable, which means the permit cannot be loaned to another operator to use. **Permits must be permanently affixed to the vehicle.** 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 will be issued a stick-on decal to be displayed on the front forks of the motorcycle.

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

Replacing a Lost or Stolen Parking Permit

In the event a faculty, staff or student parking permit is lost, stolen or damaged, it may be replaced by reporting the loss to ASU Police Department. 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. If the reported lost, stolen or destroyed permit is recovered, it must be returned to the ASU Police Department.

