



# North American University

## Parking Policy

Any persons in control of a motor vehicle, who wishes to park on campus, are subject to the provisions outlined herein.

### **General Parking Provisions:**

#### *Parking Permits:*

Parking permits are required of all faculty, staff, students, and visitors who desire to park on campus. All permits are good for one semester only. All faculty, staff, and students are required to register each vehicle that will be driven on campus. Registration requires a valid driver's license. All visitors and official University guests are required to obtain a guest permit from the Security Office located on the first floor of the main building if they will be at the building for longer than 15 minutes. Those guests that will be here less than 15 minutes may park in the designated temporary parking areas. Visitors that are parked there for longer than 15 minutes may be fined and/or towed at the owner's expense. All other vehicles parked on campus must display a valid parking permit, and all permits must be clearly visible and properly displayed in order to be valid. Depending on the permit type, parking permits issued by North American University should be displayed inside the vehicle in one of the following ways:

- Adhered to the lower driver's side front windshield, or
- Hanging from the rear-view mirror.

Parking permits are non-transferrable between parties. An issued permit can only be used by the person to whom it was assigned. All personal, residential, and vehicular changes must be reported to the Facility Dept. to avoid parking violations and/or other consequences. North American University cannot be held responsible for potential damages or thefts on the parking lot.

#### *Reserved Parking:*

Reserved parking is designated for authorized personnel only.

#### *Faculty/Staff Parking:*

Faculty/Staff Parking is designated for faculty and staff and authorized personnel only. Vehicles without Faculty/Staff decal are not allowed to park in the faculty/staff parking area.

### ***Handicapped Parking:***

Faculty, staff, and students who require special handicapped parking accommodations must be validated by Human Resources and obtain valid vehicle licensing from the state of Texas in one of the following forms:

- A valid license plate on the registered vehicle that depicts the international mobility limitation, or
- A valid state hanging tag that depicts the international mobility limitation.

Visitors and Official University Guests in need of handicapped parking accommodations must provide valid proof of necessity to the Housing Department when requesting a guest permit.

### ***Campus Parking Rules and Regulations:***

All vehicles parked on campus must be in operable condition, currently registered with the Texas Department of Public Safety or other valid state issuing agency, and display proof of current registration. Parking is permitted in designated parking spaces only. Double parking and parking along campus roadways, interior paths, or on campus landscaping is prohibited. Vehicles must be parked front facing into spaces and within the designated lines when such spaces are located in a directional lane or aisle indicated for one way traffic.

Sleeping overnight in vehicles on campus is prohibited. Facility Dept. must be informed if for any reason a vehicle is to be left on campus overnight.

Vehicle repairs and/or maintenance are prohibited on campus, except under emergency conditions with the approval from the Facility Dept..

Abandoned vehicles, vehicles with multiple outstanding citations, or those that pose a serious hazardous condition will be towed away at the owner's expense.

All accidents, thefts and other incidences should be reported to the Facility Dept. immediately.

### ***Dormitory Parking:***

Campus parking rules and regulations also apply for those vehicles parked at the University dormitories.

### ***Parking Enforcement:***

All parking issues should be reported to the Facility Dept.. Facility Dept. will enforce all University parking regulations. Facility Dept. may notify and cooperate with local authorities if needed.

### *Parking Privileges:*

Those who fail to comply with the North American University parking policy risk losing the ability to have a vehicle on campus. North American University reserves the right to refuse issuance of a parking permit, revoke or recall a permit, determine hours of control, change any or all parking regulations as necessary, change any or all parking assignments as necessary, and/or close, reserve or restrict parking areas and/or spaces as deemed necessary.

The following are violations that may result in the following fines and/or towing of the vehicle at the owner's expense:

- Double Parking (Fine: \$20)
- Parking in a manner dangerous to vehicle or pedestrian traffic (Fine: \$25)
- Parking in a prohibited area, on grass or sidewalks, or in a loading zone (Fine: \$25)
- Decal is not valid, altered, improperly fixed or missing (Fine: \$20)
- Vehicle is causing damage to school property (Fine: \$30 + the cost of the damage)
- No license plate (Fine: \$30)
- Vehicle is immobile and permission from Facility Dept. has not been obtained to keep the vehicle there. (Fine: \$20)
- Blocking entrance/exit to the parking lot (Fine: \$30)
- Parking in designated reserved, visitor or staff parking areas (Fine: \$30)
- Parking in Fire Zone (Fine: \$50)
- Parking in a handicapped space without authorization (Fine: \$30)
- Parking Permit Replacement (\$20)
- Late payment of a parking ticket (\$10)
- 3 or more unanswered violations results in vehicle being towed at the owner's expense.

The following violations can be subject to a fine not less than \$50 up to \$100 as well as revocation of parking permits:

- Giving the parking permit to someone else
- Having illegal items in your vehicle
- Driving recklessly (speeding, racing, donuts, etc.)
- Damaging another vehicle and not reporting it
- Severe violations of the Student Code of Conduct

### *Permit Fees*

#### Regular Parking Permit Fees:

Student Parking Permit: \$100 / Year

Faculty/Staff/Adjunct Parking Permit: \$50 / Year

### *Payments*

You can make a payment online for permits by clicking <http://www.na.edu/campus-life/parking-policy/> and let Facility Dept. know via email to [facilitysupport@na.edu](mailto:facilitysupport@na.edu). Once you purchase your tag will be ready at room 732.

Fines can be paid at the Bursar's Office on 7<sup>th</sup> Floor. If fines have not been paid within 14 days from the date of the violation, a \$10 service charge as well as the parking fine will be charged to the students' account.

### *Appeals*

If a student believes that they received a parking violation in error, they may appeal the violation. A student has 10 days from the date of the violation to submit an appeal to Facility Dept.. Once a decision has been reached Facility Dept. will notify the appellant and let them know if there are any additional steps they need to take. All appeals must be submitted in writing and the following reasons are NOT legitimate reasons to have a parking violation dismissed:

- Other vehicles were parking improperly
- The vehicle was only in violation for a short period of time
- Vehicle had previously been parked this way without being ticketed
- Late to class/appointment
- No other place to park
- Inability to pay the amount of the fine
- Using personal car for University business.