

DEPARTMENT OF TRANSPORTATION SERVICES

Driving Regulations on Campus

Standard rules of the road from the city, county and state, as well as directive signs and instructions by officers directing traffic, will be observed on campus.

All motor vehicle operators must have in their possession a valid operator's license and produce this item when requested by a transportation services official or public safety officer. The speed limit on campus is 25 miles per hour; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Vehicle Parking Permit Registration

Drivers

All motor vehicles operated on campus must be registered with the Department of Transportation Services, in the transportation services menu in self-service Banner at <https://portal.samford.edu>. The appropriate vehicle registration permit shall be affixed to the inside lower left corner of the front windshield, on the driver's side. Permits will be affixed by the adhesive on the permit and may not be affixed with tape or any other temporary means. No more than one permit shall be affixed to any vehicle. The method of affixing permits on motorcycles will be determined on a case-by-case basis. Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

Non-Drivers

All students are required to register their driving status in Banner, regardless of their possession or operation of a vehicle on campus. If a student is a non-driver, he or she is required to submit their status as a non-driver in the transportation services menu in self-service Banner at <https://portal.samford.edu>. A non-driver is identified as a current student, enrolled in classes, who is not in possession of a vehicle on campus, and does not drive a vehicle on campus. This includes borrowing, and sharing of vehicles. If a student is borrowing or sharing a vehicle with another person, he/she is not considered a non-driver.

Cost

Student permits annual cost is \$60 for "All Year" permits. "Fall Only" permits are \$30. Replacement permits cost \$10 each. Permits are not pro-rated, and are not refundable once they have been issued to the student. Charges will be placed on the student's account immediately upon registration in the student's self-service Banner account. All vehicle registration permits expire yearly on Aug. 31.

Parking Zones

Parking is enforced Monday through Friday, 7 a.m. to 4:30 p.m. Students are required to park in the lot designated by the parking permit issued.

Jan Term and Summer Term parking is enforced in all faculty/staff lots for employee permits. Commuter and residence hall lots are open parking for any permit type during Jan Term and summer term. During these terms, students may park in any student lot, but are not allowed to park in faculty/staff lots.

Reserved, fire lane, and handicap are enforced 24 hours a day, seven days a week, 365 days a year.

Parking for students is permitted only in the specific permit color zone issued by student's housing assignment. If a student's housing assignment changes, the student is required to complete the registration process again in Banner for their new permit assignment.

Vehicles must be parked in a legal valid space between white lines. Parking on grass, cross-hatched areas, islands or any other un-marked area is prohibited.

Parking permits and zones are designated by color:

1. **Gray:** Full-time faculty and staff, part-time faculty and staff who are not students
2. **Orange:** Contract employees
3. **Blue:** Commuter
4. **Purple:** Central Campus
5. **Green:** Beeson Woods
6. **Yellow:** West Campus and West Village

Visitor/Temporary Parking

Temporary parking permits, for periods of less than seven days and visitor parking permits are available at Transportation Services in Facilities 207. Recreational vehicles are not allowed to park on campus at any time.

Disability and Limited Mobility Parking

Handicap accessible parking spaces are available throughout campus and are mandated by the City of Homewood and the State of Alabama.

For instances where mobility issues are present, students should call the Public Safety office at 205-726-2020 for a transport on campus. For instances where a long-term mobility issue exist, students should contact Disability Resources at 205-726-4078 for a temporary parking permit, before parking in an unauthorized area.

Violations

Traffic Violations

\$50 Violation

Speeding

Running a stop sign

Failing to stop for pedestrians

Wrong way on a one-way street
 Blocking or obstructing traffic
 Driving/Parking on grass or sidewalk
 Making illegal turn

\$30 Violation

Unsafe vehicle operation

Parking Citations

Parking violators are issued citations by the Department of Transportation Services. Parking violations consist of the following actions:

\$100 Violation

Parking in handicap accessible space
 Parking in fire lane

Handicap accessible and fire lane parking violations are non-appealable, \$100 fines. Regulations are mandated by the City of Homewood and the State of Alabama; they are not at the discretion of any department on campus to be voided at any time.

\$50 Violation

No decal
 Blocking trash dumpster
 Blocking or obstructing traffic
 Parking on grass or sidewalk
 Parking in reserved space
 Parking in unauthorized color zone
 Parking in unmarked area
 Parking on yellow curb

\$25 Violation

Parking in loading/service zone
 Visitor/15-minute zone

\$20 Violation

Improperly displayed decal

\$15 Violation

Parking on street
 Double parking street/lot
 Mutilated or defaced decal

Fines and Payment

Irrespective of the operator of the vehicle, the person in whose name the vehicle is registered is responsible for all parking and traffic violations. Student fines will be posted to the registrant's account. A hold will place on the student's account for all outstanding fines.

Payment options include the following:

1. Pay in person at the bursar's office.
2. Pay online via e-bill link on Banner.

Disciplinary Action

In addition to payment of fines, individuals receiving numerous violations may be subject to losing their parking privileges on campus. In the event that an individual receives numerous parking violations, the following will apply:

No Permit

In the event transportation services identifies a vehicle numerous times for being parked on the campus without a proper parking permit, students will receive an e-mail confirmation sent to their SU e-mail address when a citation posts to his or her account. On the fifth "No Permit" citation, the student will receive an e-mail indicating that a hold will be placed on his or her account. The hold will not be lifted until the student purchases a permit and pays all associated fines.

Excessive Parking Violations

A person receiving four parking and/or traffic citations within one academic term will receive a hold on his/her Banner account. The transportation services hold will remain on the account until the process has been completed. Individuals who continue to receive citations after receiving a transportation services hold will be subject to losing their privilege to operate a vehicle on campus.

Sanctions related to excessive violations could include but are not limited to community service, restricted parking privileges, additional fines and disciplinary action.

Parking Citation Appeal Process

The Student Government Association, student judiciary council reviews and resolves parking appeals submitted by students.

To appeal a citation, using the student portal (<https://portal.samford.edu>); students must complete an online appeal request within 15 calendar days of the citation being posted to their Banner account.

1. Student appeals citation in his/her Banner account.
2. Appeal is sent to student judiciary council.
3. Student judiciary council reviews appeal, determines whether or not to grant, reduce or deny the appeal.
4. The student will be notified via Samford e-mail of the student judiciary council's decision.
5. The student's account will automatically be adjusted according to the decision provided.

The decision of the student judiciary council appeals process is final. The student is fully responsible for payment of the citation regardless of the appeal decision, or the student's decision not to appeal his/her citation.

Student Judiciary Council Appeal Guidelines

The student judiciary council does not recognize the following as reasonable excuses for violating the parking policies of the University:

1. Lack of knowledge of parking policies on campus
2. Late to class, appointments, practice, or other events on campus
3. Parking illegally for a short amount of time
4. Parking illegally because other vehicles were doing the same
5. There was not enough parking available
6. Financial hardship

Towing/Immobilization of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing and /or immobilization (wheel lock) .

Extended Parking

Samford University provides vehicle parking for students attending the university. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles on campus for extended period of time **with the proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period of time.** Recreational vehicles are not allowed to park on campus at any time. Vehicles left on campus without proper authorization, may be subject to towing at the owner's expense.

Transportation Services Contact Information

Website: <http://www.samford.edu/departments/transportation>

E-mail: parking@samford.edu

Phone: 205-726-4146