

# Wiley College Vehicle Registration and Parking Policy

Contact information:

*Wiley College Police Department*

*903-930-1637*

*711 Wiley Ave*

*Marshall, TX 75670*

*1<sup>st</sup> floor of the McLeod Building*

Persons who park or have a vehicle on Wiley College's campus are required to have a permit.

## **STUDENT AND EMPLOYEE PARKING PERMITS:**

Students and Employees must register their vehicle(s) to park on Wiley College's campus. Permits are available throughout the year by completing the permit request via

<https://www.wileyc.edu/mvr-application/> or by completing an application at the Department of Campus Police and Security located on the 1st floor of McLeod Hall.

Permits are free, but must be properly displayed for a vehicle to be legally parked on campus. Faculty, and staff may register multiple vehicles and the hangtag may be moved to any vehicle being operated by the permit owner.

Student permits can not be removed and/or transferred to another vehicle.

Types of permits: student parking sticker, faculty/staff hangtag

## **VISITOR PARKING PERMITS:**

Visitors to campus must check in at any guard station, or request through their campus host. Visitor parking will be permitted via check-in. Visitors must park in the visitor lot, located next to the guard station at the intersection of Wiley Avenue and University unless additional parking is permitted during check-in with campus security. Visitor parking check-in includes presenting a driver's license, and insurance. Vehicles that are parked in visitor lots belonging to students or employees can be ticketed or towed from the campus.

Parking Locations:

Residential Students permit holders must park in their respective Residence Hall parking areas during daytime class hours.

Commuter Students permit holders are allowed to park in available spacing not otherwise reserved. No Student is permitted to park in the Beckley parking lot or in front of the Student Union. Parking is not permitted along the roadway at Wiley Avenue or University Avenue.

Employee permit holders are allowed to park in available spacing not otherwise reserved.

## **WILEY COLLEGE TRAFFIC AND PARKING REGULATIONS**

### **LOADING ZONES:**

Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the parking lot. If the loading/unloading activity will take longer than 15 minutes contact Campus Police/Security for assistance.

### **PARKING AND TRAFFIC VIOLATIONS:**

Campus traffic and parking regulations are established by Wiley College, in order to maintain a safe and orderly community and to provide parking given the limits of space available. The operation of a motor vehicle on campus is a privilege granted by the College. Vehicles requiring a state license are classified as a motor vehicle including autos, trucks, mopeds and motorcycles. All vehicles driven on the Wiley campus are subject to all local and state traffic laws. Students, faculty/staff who operate or park a motor vehicle on campus are required to have a valid parking decal properly affixed to the vehicle.

The speed limit on Wiley College Campus is 20pmh. The person to whom a parking permit is issued has a non transferable permit and is responsible for all violations of the parking and traffic rules. Lost or missing permits are to be immediately reported to the Wiley College Police Department.

Permits are to be removed upon transfer or sale of the vehicle. Permits are registered to the student making the application.

Unpaid violations may present future registration difficulties for the student. A vehicle Parking Permit does not guarantee a parking place nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Wiley College assumes no responsibility for loss or damage. When a vehicle is parked, it should be locked and valuables removed or locked in the trunk. Thefts, accidents and other offenses occurring on campus should be reported to Wiley Campus Police immediately.

### **PARKING AND TRAFFIC FINES:**

The fines for illegally operating a motor vehicle on campus are listed below:

1. Parking in or blocking DISABLED Space/BLUE _____	\$ 50.00
2. Parking in Fire Lane / RED _____	\$ 50.00
3. Parking with Invalid/No Permit .....	\$ 10.00
4. Parking with Improperly Attached Permit .....	\$ 10.00
5. Fraudulent use of decal.....	\$ 10.00
6. Parking in No Parking Zone / RED Zone .....	\$ 50.00
7. Parking in No Parking Zone / YELLOW Zone .....	\$ 50.00
8. Parking in Reserved Areas / GREEN .....	\$ 10.00
9. Parking in Visitors Areas / BLUE .....	\$ 10.00
10. Parking in Driveway .....	\$ 10.00
11. Parking on Sidewalk .....	\$ 10.00
12. Parking on Grass or in Lawn Areas .....	\$ 10.00
13. Double parking .....	\$ 10.00
14. Not within a Designated Space/Using 2 spaces .....	\$ 10.00

16. Parking inside Barricaded / Prohibited Area .....	\$ 25.00
17. Violate Stop Sign / Yield Right of Way .....	City of Marshall Citation
18. Speed Violations .....	City of Marshall Citation
19. Driver Responsibility –License, Insurance, Registration .....	City of Marshall Citation

**CITATION/FINE ENFORCEMENT:**

Wiley College Police is charged with protecting the rights of the permit holders. Therefore, citations are issued to any vehicle parked in violation of the parking enforcement which ensures that students and staff will have a reasonable opportunity for parking and individuals without appropriate permit or who have parked in an inappropriate area will be cited. Parking regulations are enforced 24 hours a day, 7 days a week, 365 days a year. Violators will be issued a citation and may be towed, depending on the offense. Vehicles may be towed or booted at the owner's expense after receiving three citations or for flagrant violations as noted in the Regulations.

**CITATION/FINE PAYMENT:**

Students and Employees who have received a citation may submit payment in person at the Business Office, located on the 1st floor of the King Administration Building, Monday-Friday from 8:00 a.m. to 4:30 p.m.

**FAILURE TO PAY CITATIONS/FINES:**

Unpaid citations/fines can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Employee violations can be submitted to the employee's supervisor for further disciplinary action. Ten (10) or more violations, paid or unpaid, within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action. Employees who are relieved of duty whether voluntary or involuntary and have unpaid citations/fines will result in deduction from final payroll.

**VEHICLE IMMOBILIZATION AND IMPOUND**

Wiley campus police may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates three or more unpaid parking citations without a parking permit, parked in an ADA space without displaying a state ADA placard or license plate, or illegally using an ADA permit assigned to another individual, parked in any space without a permit, or is in possession of a lost, stolen or altered parking permit.

All outstanding citations must be paid in full prior to the release of the vehicle. Vehicles may also be booted for other violations of these regulations or state law at the discretion of campus police. The college is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three days may be impounded (towed to a storage area). The owner and operator are responsible for any booting, towing or storage fees.

**IMMOBILIZATION (WHEEL LOCK)**

A vehicle may be immobilized in place if:

- it is parked anywhere on campus without displaying a current permit and has three or more unresolved citations; or
- it is parked illegally in a handicap space without displaying a proper permit; or
- the owner or operator illegally uses a handicap permit to obtain parking privileges; or
- it is parked in any space without a permit for that area; or

- other flagrant violations of the traffic/parking regulations

No vehicle may be towed without the express approval of the Wiley Chief of Police, the President or their designee. Fees for tow away will be included on the bill if the owner is a student or faculty/staff member. Payments can be made at the college Business Office, located in the King Administration Building, between 8 a.m. and 4:30 p.m. Monday-Friday.

### **CITATION/ APPEAL PROCESS**

Our appeals process takes into consideration many factors and is judicial in its renderings. This process allows us to consider extenuating circumstances, as well as provide an educational experience for those first-timers on campus. The appeals process not only provides the appellant with an objective review of the appeal, it also provides Wiley Police the opportunity to evaluate campus parking rules and regulations, as well as signs and markings.

The appeal process is two-tiered. The initial appeal is adjudicated by the Chief of Police or designee and the decision is sent to the appellant via their official Wiley email account. If the appellant is not satisfied with the decision, they may file a final appeal within ten (10) days of the original appeal decision. The final appeal will be adjudicated by the Appeals Committee. All decisions of the board are final.

The Appeals Committee will be called to review any appeals. Persons wishing to appear before the Appeals Board for a final appeal may do so in lieu of a written appeal. It is the responsibility of the person appealing to obtain the date and time the Appeals Committee will meet so that they may appear.

### **REPLACEMENT PERMIT/PLACARD**

Any person in need of a replacement permit or placard should respond to the business office and pay the \$5.00 replacement fee and obtain a receipt. Then respond to Mcleod to obtain a new permit/placard from campus police.

### **EMPLOYEE PLACARD RETURN**

Any institutional employee who is relieved of duty for any reason (voluntary or involuntary) shall return the issued parking placard to the Human Resources office. Failure to return the placard will result in a \$5.00 deduction from final payroll.