

WVSOM Parking and Vehicle Regulations—Students, Faculty & Staff

Dated 4/01/2015

The purpose of these regulations is to provide for orderly parking by the WV School of Osteopathic Medicine's faculty, students, and staff; to protect pedestrians; and to ensure access to all buildings by service and emergency personnel.

GENERAL STATEMENTS

- A. These regulations are formulated by WV School of Osteopathic Medicine and are enforced by Campus Security by authority of WV Code 18-B-4-5 and 18B-4-6 and Chapter 17c.
- B. All motor vehicles are subject to these regulations, to state laws, and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.
- C. Although the campus security officers will monitor parking lots, WVSOM assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- D. The responsibility for finding a legal parking space rests with the vehicle's operator. A permit merely authorizes the individual to park on campus in designated lots; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of these regulations. Please note applicable signs at each parking lot.
- E. Students are permitted to park in the Faculty parking area located adjacent to the Library (Lot 5) between the hours of 5:00 p.m. and 7:00 a.m.
- F. Pedestrians shall at all times be given the right of way at intersections and crosswalks.
- G. The speed limit on campus is 15 miles per hour during normal conditions. When pedestrian traffic is heavy, vehicles should be driven more slowly.
- H. Parking for persons visiting the campus is managed under a separate section. See [Visitor Parking Procedures](#) for additional information.

PARKING PERMITS

- A. Parking space on the campus is limited. Therefore, all spaces are decal or special permit parking only.
- B. Parking Lot No. 5 is designated as parking for faculty, staff, and visitors only. Students are not authorized to park in the areas during normal work hours from 8:00 a.m. to 5:00 p.m. Monday through Friday.

- C. All students and employees who park on campus must have a parking decal.
- D. Staff will have access to all parking lots except the Robert C. Byrd Clinic's Lots 1, 2, and 3. Faculty may use the Lots 1, and 2 while working at the Clinic. Staff may use the Robert C. Byrd Lots 1 and 3 while attending appointments as a patient.
- E. Students will be limited to the Science Building, Tech Building and Activities Center Lots 4, 6, 7, 12 and the area designated in Lot 8 which borders Greenbrier Road.
- F. Student decals must be displayed by the end of the first full week after the beginning of the Academic year. Should a parking decal be lost or stolen, it shall be the individual's responsibility to obtain a new parking decal by contacting Jill Trent in the Facilities Department at jtrent@osteowvsom.edu.
- G. Faculty, staff, and student decals should be placed on the rear window of the vehicle on the lower left outside glass. For convertibles, the sticker should be placed in the lower left front windshield.
- H. Parking stickers or visitors permits may be gotten by submitting a WVSOM parking permit form to Jill Trent in the Facilities Department at jtrent@osteowvsom.edu. (See attachment A.)
- I. Visitor parking permits may also be obtained from WVSOM departments being visited. (See attachment B)
- J. Parking stickers for the lots surrounding the Robert C. Byrd Clinic (RCBC) may be obtained by contacting the RCBC administrative offices.

RESTRICTED PARKING AREAS

1. Loading zones which are marked in yellow
2. Spaces having yellow or red curb line or stripes
3. Areas with painted diagonal stripes
4. Areas where parking blocks the free flow of traffic
5. Areas designated for the handicapped; \$200.00 fine for violators
6. Areas reserved for WVSOM vehicles or other designated vehicles
7. Areas reserved for faculty and staff with a valid parking permit
8. Along roadways that do not have parallel parking lines, unless specifically authorized by Campus Security
9. Along all two-way traffic roads, unless specifically authorized by Campus Security

VIOLATIONS

By state law, the WVSOM Security have the authority to issue parking and traffic citations, to tow, and to collect a civil penalty for any violation of these regulations. Citations will be issued and vehicles may be towed for the following violations:

1. Speeding or otherwise driving in a reckless manner
2. Failure to stop, yield, or obey other traffic signals
3. Failure to yield to pedestrians
4. Failure to display a decal or permit
5. Failure to park within the marked space
6. Parking in an area other than a designated parking area
7. Parking or driving on sidewalks or grass
8. Unauthorized parking in spaces reserved for visitors
9. Unauthorized parking in spaces reserved for the handicapped, or blocking wheelchair access to sidewalks and ramps; painted blue
10. Blocking fire lanes, other vehicles, roadways, fire hydrants, and entrances to buildings
11. Failure to move a vehicle when requested to do so for snow removal or for other emergencies
12. Driving a vehicle into any area that has been closed off by barricades
13. Parking or riding motorized vehicles in campus buildings
14. Other violations specified in WV Code, Chapter 17

Special Note: In addition to being issued a citation, vehicles parked or abandoned in such manner that they block or obstruct fire lanes, fire hydrants, roadways, building entrances, or in any way create a safety concern will be subject to towing in addition to the issuance of a citation. Said vehicles will be towed off campus and stored by the towing agency. The towing agency must be reimbursed for the towing before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

PENALTIES

WVSOM Security may issue two types of citations; a uniform traffic citation and a police/parking citation. Persons receiving a uniform traffic citation, issued for major traffic or other violation as indicated on citation, must report to a local magistrate or municipal judge as instructed on the citation. Once issued, WVSOM will have no further jurisdiction and the recipient shall be subject to any fine and cost levied by the State or City court systems. Individuals receiving a police/parking citation must report to Business Office- Student Accounts, and pay a civil penalty of twenty-five (\$25) dollars within thirty (30) working days. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m., excluding WVSOM declared holidays. Any appeal to have a parking fine adjudicated must be made within 10 working days of the date of citation. Citation appeals should be directed to the Vice President for Administration and External Affairs. In addition to the above, those who fail or refuse to pay the prescribed penalty shall have their parking privileges revoked. Students who fail or refuse to pay the prescribed penalty shall also have their student records placed on hold until such a time that all penalties have been removed from the records.

ATTACHMENTS

- A. Parking Sticker Application Form
- B. Visitor Parking Permit Template
- C. Campus Parking Lot Map