

**Policy 3107  
Parking**

**Date of Current Revision: November 2019**

**Responsible Officer: Associate Vice President for Business Services**

**1. PURPOSE**

Parking regulations are enforced to encourage the responsible use of parking facilities. This policy provides a mechanism for consistent application of the rules and regulations governing parking. Parking Services relies on permit fees and citation revenue to support the direct and indirect costs of operating parking facilities including, but not limited to, construction of new parking areas, maintenance of existing parking areas, salaries of personnel, snow removal, lighting, etc.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Affiliate**

An individual who has a formal affiliation with the university and receives some services from the university, but is not a student or employee of the university and receives no remuneration from the university (formal affiliation means that a necessary relationship exists between the university and the individual to provide a service of value to the university). Affiliates are defined in Policy [1337](#) and include employees of contractors such as Aramark, Ricoh, Follett, etc.

**Visitor**

A person who is not enrolled at, compensated by, or an affiliate of the university, but is present on university property.

**4. APPLICABILITY**

This policy applies to all employees, students, visitors, contractors, and affiliates of James Madison University.

**5. POLICY**

Operating and parking motor vehicles on university-owned or leased property is permitted only in accordance with university regulations as outlined in [Parking Regulations](#) or at the direction of Parking Services and Public Safety officials. All vehicles parked on campus must display a valid parking permit at all times. A vehicle parked in violation of [Parking Regulations](#) will receive a university-issued citation.

Vehicles displaying accessible permits or plates must also display a valid JMU parking permit in conjunction with the accessible permit or plates whenever parked on campus.

Outstanding parking violations will result in a hold being placed on a student's record.

Disabled vehicles should be reported to Parking Services immediately. If Parking Services is closed, the owner or operator is required to contact Parking Services the following business day at 7 AM to report the disabled vehicle. Arrangements should be made to repair the vehicle or remove it from campus within 24 hours of notification. Disabled vehicles that present a potential threat to life or property may be towed immediately at the owner or operator's expense.

## **6. PROCEDURES**

### **6.1 Enforcement**

Parking Services and Public Safety officials will issue parking citations for violations of [Parking Regulations](#). A brochure that provides an abbreviated version of [Parking Regulations](#) is distributed with parking permits. A complete version is available online and at Parking Services upon request. The most up-to-date version of [Parking Regulations](#) may be viewed online at the [Parking Services](#) website. Parking regulations are in effect 24 hours per day, 365 days per year.

Parking Services and Public Safety officials are authorized to tow immediately and, if necessary, without warning when a vehicle is blocking access or presents a potential threat to life or property. Any vehicle parked on university-owned or leased property that has accumulated ten or more unpaid parking citations is subject to towing at the owner or operator's expense.

### **6.2 Payment of Fines**

Parking citation fines may be paid at Parking Services during business hours, by utilizing the online payment option available on the [Parking Services](#) website, or by depositing payment in the drop box located at the front of the Parking Services office. Do not deposit cash in the drop box.

A parking fine will be considered overdue and a \$5 late fee will be applied if it is not paid in full on or before ten calendar days after the citation issue date or, if the citation is appealed and denied, not paid in full within ten calendar days after notice of the appeal denial is emailed to the appellant. Citations issued to students that are paid within the first 30 calendar days can be paid directly at Parking Services, or via the [Parking Services](#) website. Citations that are not paid within 30 calendar days of the issue date are transferred to the University Business Office (UBO) for collection. Once citations are transferred to the UBO, students are required to pay via their student account at the University Business Office or at the [University Business Office](#) website.

### **6.3 Late Payment**

#### **Students**

Ten days after a citation is issued, the student will be sent a written notice via their campus email account regarding the necessity of resolving the outstanding fine, provided the cited vehicle is registered with Parking Services. A hold will be placed on the official records of any student who has overdue fines. The hold will prevent a student from registering for courses, making course adjustments, obtaining transcripts, or receiving a diploma. The hold will be released upon resolution of the overdue fines.

#### **Faculty/Staff Members**

Ten calendar days and 45 calendar days after a citation is issued to a registered faculty or staff vehicle, a written notice will be sent to the registrant via campus email regarding the necessity

of resolving the outstanding fine. Ninety days following the citation issue date, a letter will be sent via campus email stating the amount of the outstanding fine to be deducted from the employee's next paycheck. Section 2.2-4800 of the Code of Virginia mandates this action.

### **Visitors**

If a visitor accumulates ten or more unpaid citations, their vehicle is subject to towing at the owner or operator's expense.

### **6.4 Appealing Citations**

The Parking Appeals Committee has been delegated the authority to review and make determinations on all appeals. Appeals must be filed within ten calendar days of the citation issue date. If an appeal is not filed by the deadline, the vehicle owner waives the right to appeal. All appeals must be submitted online via the [Parking Services](#) website.

The appellant has the option to appear before the Appeals Committee to present their case. Appearances before the Appeals Committee are limited to a maximum of three minutes.

A citation may be approved for a second appeal; however, the appellant must pay the citation in full prior to requesting a second appeal review, and the second appeal must include additional information or documentation in support of the appellant's appeal.

Notification of the Parking Appeals Committee's decision will be made via campus email. If an appeal is denied, the appellant has ten calendar days, including the date on the notification letter, to pay the fine or the \$5 late penalty will be applied. If Parking Services is closed, payment may be submitted via the [Parking Services](#) website or deposited in the drop box at the front of the Parking Services office located on the ground level of the Champions Drive Parking Deck. Do not deposit cash in the drop box.

If an appeal is denied by the Parking Appeals Committee, the chairperson(s) of the Parking Appeals Committee or the associate vice president for business services may, at the request of the appellant, give the matter further consideration.

## **7. RESPONSIBILITIES**

Parking Services is responsible for sending a written notice via campus email to all faculty, staff, students and affiliates regarding the necessity of resolving outstanding fines provided the vehicle is registered. These notices will be sent approximately one day and ten days after the citation issue date.

All faculty, staff, students, affiliates, and visitors of James Madison University are responsible for abiding by all parking regulations. Any parking citations that are received as a result of non-compliance with JMU parking regulations must be resolved with Parking Services.

All departments, offices and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

## **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offenses and may include termination of employment. Students who fail to satisfy their financial obligations are subject to having their records placed on "hold," late fees assessed and class registration canceled. This hold will restrict the student from registering for a subsequent semester, adjusting the course schedule, receiving a diploma, and having official transcripts furnished. The University Business Office is required to turn delinquent debts over to the Commonwealth of Virginia Attorney General's office or other contracted commercial collection agency for collection if a student fails to satisfy their financial obligations or make satisfactory payment arrangements with the University Business Office by the payment due date.

Affiliates who violate this policy may also lose their affiliate status.

## **9. EXCLUSIONS**

None.

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the associate vice president for business services.

**Previous version:** October 2017

**Approved by the president:** October 2004