

## Campus Parking Fee Policy

### **Policy/Procedure**

**Executive summary:** All students, faculty and staff who wish to park in campus parking lots during weekday business hours (Monday through Friday – 7am-5pm) are required to purchase a parking permit for \$50 per year, or \$30 per semester. A parking permit provides access to campus parking lots but does not guarantee a parking spot. The fine for parking in a campus parking lot without a parking permit is \$75 for the first occurrence, and \$100 for subsequent occurrences.

#### **Parking Fee policy details:**

- Students, faculty and staff who wish to park in a campus parking lot are required to pay a parking fee and obtain a transferable parking permit, to be hung from the rear-view mirror. Permits should be removed when driving as it is a safety violation and a potential hazard.
- Parking permits will be available to all students, faculty and staff. Retirees who wish to purchase a permit can do so in the cashiers office in the lower level of the HUB.
- Parking permits are transferable and can be shared between multiple vehicles. This allows people with two vehicles to only purchase one permit. This also promotes carpooling, since multiple people can buy a single permit and share it.
- Vehicle license plate, make and model, for all permits will be required during registration.
- People who drive Motorcycles will receive a parking decal in addition to a transferable permit.
- Vehicles that by virtue of their length require more than one parking space still only require one parking permit. For example, a truck with a trailer behind it that takes up two parking spaces still requires only one parking permit.
- Parking permits are not required for summer parking (Commencement through the first day of classes), for weekend parking, for winter break parking, or for after-hour parking (between 5pm-7am).
- Purchasing a parking permit does not guarantee a space in a campus parking lot. The parking permit provides the opportunity to park in campus parking lots. If a person wishes to park curbside on the street, no parking permit is required.
- The cost of a parking permit is \$50 per year, or \$30 per semester.
  - Parking permit fees are not pro-rated, but permits issued 30 days prior to the end of a semester will be valid for the remainder of the semester for

which they are issued and the next semester or fiscal year as well, depending on the length of term being purchased (semester or annual).

- There will be no refunds for parking permits that are no longer needed prior to the expiration of the permit. Individuals, however, can assign their parking permit(s) to another individual. To avoid possible issues associated with ticketing, it is recommended that Public Safety be notified when permits are transferred to other people.
- Payroll deduction represents a loan from the college. Employees who purchase parking permits via payroll deduction authorize the college to deduct any remaining balance from their final pay, in the event they leave the college prior to the end of the payment term.
- When using payroll deduction, the maximum number of applicable pay periods for the year is 17. Payroll deduction will be available beginning in September and February each semester. If you purchase a permit after the first payroll deduction date, your payments will be divided equally among the remaining number of pay periods in the term. Consequently, by maximizing the number of payroll deductions during a term, you will minimize your monetary deduction each pay period. For example, if you purchase an annual permit for \$50 in August, your payment will be spread out over 17 pay periods beginning in September, totaling \$2.94 per pay period. However, if you don't register for a parking permit until November 1, your payment of \$50 will be spread out over 13 pay periods, totaling \$3.85 per pay period.
- Students, faculty and staff who have state-issued ADA hang permits are not required to purchase a parking permit.
- Parking lot designations will remain as they currently exist, both for faculty and staff and for students. Signs exist at the entrances to lots, or in some cases portions of lots, denoting the lot designation. The current designations are as follows:
  - Red Lots are for faculty and staff only
  - Blue Lots are for students, faculty and staff
  - Special exceptions are identified in the 'Important Notes' section, below.
- The fine for parking in a campus parking lot without a parking permit is \$75, with subsequent offenses being \$100.00.
- Lost parking permits can be replaced for \$50.00.
  - Parking permits will be replaced for no additional cost in the event that the permit is stolen and a police report filed.

**Payment Options:**

- All payment options must be initiated after completing the parking permit registration form on the parking webpage.
- All payment options will result in an electronic payment receipt that must be taken to Public Safety in order to receive the permit.
- Students parking permits will be purchased via direct billing from student accounts.
- Employees can purchase parking permits using payroll deduction (only full-time employees), credit card, or with cash or check at the Cashier's Office in the lower level of the HUB.
- Employees can purchase a parking permit(s) for another employee(s) or student by accessing the selected payment option and then filling out the form for the employee who will receive the permit. The purchasing employee will need to provide the name and car registration information for the employee (or student) they are purchasing for.
- In FY22, in an effort to encourage carpooling, the college will purchase a limited number of parking permits for carpoolers. Please contact Ken Shultes at [shultes@dickinson.edu](mailto:shultes@dickinson.edu) for details. This opportunity is being funded by the college's Green Revolving Loan Fund which promotes sustainability projects that will reduce carbon emissions. This opportunity will exist in future years as funding allows.

### **Visitor Parking:**

In order to avoid issues with employees parking in visitor parking spaces, the following new policies regarding visitor parking will go into effect along with the parking fee policy. The new policies regarding visitor parking are as follows:

- Visitors who wish to park in campus parking lots during time periods when permits are required must obtain a visitor parking permit. If parked in a visitor space, there is no need for a permit.
- Visitor parking permits are not required at night, on weekends, during the summer, or during winter break.
- Visitor parking permits will be available from Public Safety.
- The requirement to obtain visitor parking permits may be waived on days that are specifically targeted for visitors to be on campus, such as big Admissions days in the spring.
- The fine for parking in a visitor parking space without a visitor parking permit is \$50. Multiple offenses will result in an increased fine of \$100.00 per occurrence.

### **Sustainability:**

The establishment of a parking fee provides an incentive to walk or ride a bike to work, and/or to carpool with other students or employees.

- Employees who carpool can share a parking permit and split the fee. Information pertaining to carpooling will be included on the parking website.
- The college will continue to support a bicycle culture on campus, and there are plans to install additional bike racks and shelters on campus when funding is available.
- The college has six Electric Vehicle (EV) charging stations on campus and users do not need a parking permit when charging their car.

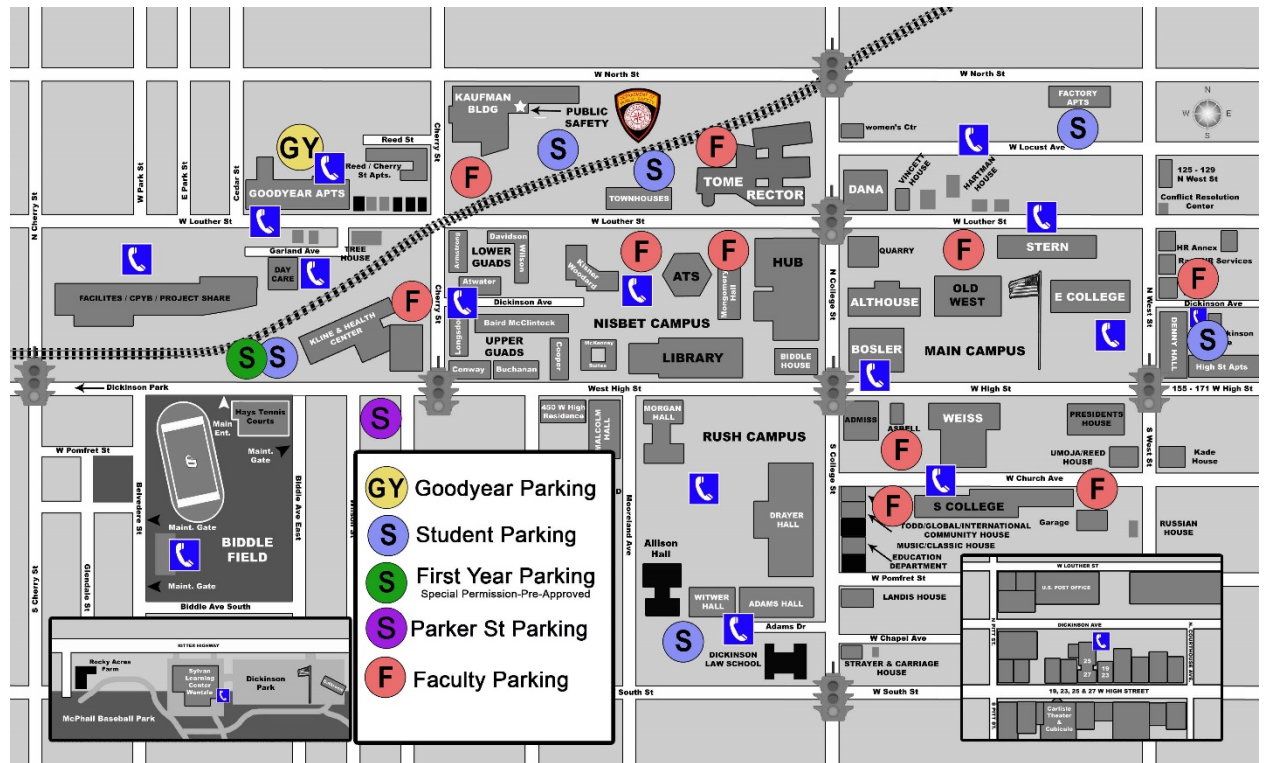
**Important Notes:**

- Parking in the **Dickinson Park Parking Lot** does not require a parking permit. Consequently, employees who wish to park at Dickinson Park and carpool with other employees from there can do so to reduce costs related to campus parking. This will also reduce congestion in other campus parking lots.
- The east end of the **5 North Orange Parking Lot** (the area to the east of the gas pump) will continue to be dedicated parking areas for Project Share and the Central Pennsylvania Youth Ballet (CPYB), and staff from those organizations will be required to purchase a parking permit if they intend to park in a campus parking lot.
- **First Year Students** will continue to be prohibited from bringing a car to campus, unless they receive permission for special circumstances. The parking area for First Year students with special exceptions to have a car will be the Kline Center West Parking Lot, on the far west end of that lot.
- The **Parker Street Parking Lot** will continue to be a special lot for students living in the High Street Residence Hall.
- Curbside parking is still prohibited for college students and employees on **Conway Street and Parker Street**.
- The **Goodyear Lot Parking Lot** to the east of the Ceramic Studio will continue to be a parking lot designated for students living in Goodyear Hall.
- Parking lots behind the **Denny Apartments** will be reserved for students only, which is a requirement of housing ordinances.
- The **50 Mooreland Parking Lot** will be for employees only, including on nights and weekends.
- For safety reasons and specifically to avoid obstructed views, parking permits must only be hung while the vehicle is parked.
- **Parking permits are transferable.** Therefore, parking permits can be shared with another person or given to another person, either directly or anonymously. Please note that students may only purchase one student permit, and red permits may not be transferred to students.

- **Winter Break:** Persons needing to leave vehicles parked on campus during Winter Break must contact Public Safety to be directed where to park the vehicle. Vehicles parked on campus may be parked in the Kaufman Lot or the West Kline Lot, but only at the direction of Public Safety. In the event of a storm, cars not parked in the areas designated by Public Safety may be towed at the owner's expense.

**Schedule:**

- Parking permits can be obtained for the upcoming fiscal year starting on August 16. If purchasing a semester permit, permits can be purchased starting one month prior to the start of the semester.
- Public Safety will start enforcing vehicle registration and parking violations on August 30, 2021, and on the first day of classes each semester thereafter.



**Related Information**

**History/Revision Information**

**Responsible Division/Office: Facilities/Public Safety**

**Effective Date:**8/16/2021

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