Revised September 2017

Policies for Parking and Traffic Rules and Regulations

For the Campus and Streets of

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

Purpose

The purpose of this policy is to establish, codify and effectively communicate traffic and parking regulations, sanctions and appeal procedures.

Policy

The University of Mississippi Medical Center Campus Police Department and Physical Facilities Parking Operations are charged with enforcing the traffic and parking rules and regulations promulgated and approved by the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi. General oversight of parking on campus is the charge of the Chief Administrative Officer in the Office of the Vice Chancellor.

Procedure

The following procedures regulate the use of vehicles on the campus and streets of the University of Mississippi Medical Center:

A. GENERAL INFORMATION

1.1 All prior rules and regulations for the control, direction, parking, and general regulation of traffic and automobiles on the campus and streets of the University of Mississippi Medical Center are hereby repealed.

1.2 For purposes of these regulations, the term:

(a) Vehicle includes any device in, upon, or by which any individual or property is, or may be, transported or drawn upon a highway, roadway, or street on the campus of the University of Mississippi Medical Center;

(b) Motor Vehicle includes every motorized vehicle which is self-propelled, and every boat and trailer whether or not self-propelled;
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(c) Motorcycle includes every motorized vehicle having a saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor;

(d) Bicycle includes every vehicle, other than a motor vehicle, designed to travel on not more than two wheels in contact with the ground and propelled by human power.

(e) UMMC means the University of Mississippi Medical Center;

(f) Campus means all buildings, streets, and grounds of the University of Mississippi Medical Center, or any part thereof;

(g) Police Department means the Police Department at the University of Mississippi Medical Center;

(h) Chief of Police means the Chief of the Police Department at the University of Mississippi Medical Center;

(i) Visitor means any individual, other than an employee or a student, operating or parking a non-registered vehicle on the campus no more often than occasionally;

(j) Vendor or Contractor means any individual representative of entities supporting UMMC operations or performing contracted services.

(k) Student means any individual registered as such, regardless of the number of credit hours, at UMMC; and

(l) Employee means any individual who is eligible to receive staff benefits, any individual who works for a federal or state government agency with offices on campus, and any individual who is not a registered student and who works for a contracted campus business. Employee includes faculty and staff.

(m) Parking Operations means the office on campus responsible for maintaining and enforcing parking rules and regulations on the campus of UMMC.

(m) Permits as used herein include hang-tags and sticker decals displayed in accordance with 2.6.

(o) Division of Physical Facilities Parking Operations means the Parking Operations at the University of Mississippi Medical Center.

1.3 The University of Mississippi Medical Center shall have no liability for loss or damage to any vehicle or the contents of any vehicle brought, operated, or parked on the University of Mississippi Medical Center campus.

1.4 The University of Mississippi Medical Center does not guarantee a parking space in the individual’s selected zone. The Stadium parking lot is designed for an overflow parking area.

B. REGISTRATION AND PERMITS

2.1 Employees and students park in designated lots and garages at the University of Mississippi Medical Center shall register vehicles prior to parking in the lots/garages, unless individuals have been issued temporary or special permit for the vehicles. Badge access for gated parking areas will be given at the time of registration. Parking at Veterans Memorial Stadium (and at the Farmers Market property, when necessary) is available free to all students and employees. Preferred parking spaces, which are limited in quantity and carry a fee, are paid a month in advance. Preferred parking assignments for employees will be based upon position, title or role. Positions, titles and roles are organized into hierarchical groups. Members within each group are prioritized by seniority, and waiting lists are

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maintained for each group, with access to preferred parking areas granted as spaces become available. The hierarchical groups are as follows:

Group A - Executive Leadership & Academic Officers

Group B - Department Chairs

Group C - Faculty/Residents

Group D - Director/Administrator Level & Advanced Practice Providers

Group E - Staff

Preferred parking assignments and waiting list entries are assigned to one of the five groups. Preferred parking assignments are limited to one parking space in one preferred (i.e., gated) lot/garage. Access to gated lots and garages will be controlled by an employee’s assigned UMMC ID badge or parking card. Short-term assignments will be managed in the same manner as standard assignments. Each employee will register his or her vehicle with a maximum of three vehicles per employee. Registered vehicles should be operated in accordance with Mississippi State Statute. Parking decals will be issued to each employee for each registered vehicle. Parked vehicles shall have the assigned parking decal clearly displayed in the front/rear window. New employees will be assigned to a hierarchical group depending on their role. When existing surface lot parking spaces are displaced by construction, the parking assignments may be reset in all lots in accordance with the hierarchical groups and seniority within each group. Similarly, when additional preferred spaces are added, access to those parking areas will be assigned according to the hierarchy.

Parking accommodation requests are reviewed in collaboration with Human Resources (for employees) or Office of Student Affairs (for students) as well as Student Employee Health. Temporary and permanent requests may be accommodated through the use of both on-campus and off-campus parking accommodations. Given the rate of utilization and availability of appropriate parking, the majority of accommodations will be granted using off-campus parking accommodations in the Mississippi Veterans Memorial Stadium parking lot and using the specialty shuttle service. Additional details are provided in the Student Parking Accommodation Request Form and the Employee Parking Accommodation Request Form.

2.2 Any individual required to register a vehicle, shall furnish any or all of the following information:

(a) Name and employee number;

(b) Department name;

(c) Make, model, style, color, and year of manufacturer of the motor vehicle at the time of the registration;

(d) License tag number of the motor vehicle at the time of registration; and

(e) Other information concerning the identity of the motor vehicle as may, from time to time, be required.

2.3 A Special Guest (PINK) hang tag with the approved parking date(s) may be obtained from the Physical Facilities Parking Office.

2.4 The University of Mississippi Medical Center shall prescribe the form of the permit.
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2.5 No individual shall display more than one permit on any one vehicle.

2.6 A sticker decal shall be permanently affixed to the vehicle in a place and manner prescribed by UMMC. Decals which are taped on vehicles or affixed in locations other than the prescribed location shall not be considered permanently affixed or properly displayed. Parking decals are nontransferable. Hang-tags must be properly displayed on the inside rear view mirror facing the front of the vehicle. Permits are the property of UMMC and must be surrendered when one’s relationship with the University of Mississippi Medical Center or its agencies is severed or when parking is no longer allowed or desired.

2.7 Any employee, or visitor of UMMC that is eligible for parking may obtain a permit for any vehicle brought to campus.

(a) Permits are to be utilized solely for the use of regular employees, as described above, and may not be secured for the use of a student, friend, or relative.

2.8 Vendors may apply for a permit and hang-tag through the Physical Facilities Parking Office. Vendor permits must be properly displayed on vendor vehicles in a manner prescribed by the Physical Facilities Office. Vendor permits authorize vendors to park in designated spaces on campus.

2.9 No contractor shall operate or park any motor vehicle, or permit his/her employees to operate or park any motor vehicle, on the campus without first obtaining a permit (i.e., contractor hang-tag).

2.10 A short term (BLUE) hang-tag may be requested from the Office of Parking Operations by:

(a) Any approved employee who expects to operate or park any vehicle on the campus for up to 3 hours per day.

(b) The employee’s vehicle must be registered and both a Short Term hang-tag will be issued and badge access will be granted.

2.11 All Clergy may be issued a parking card. If a clergy member comes in to be issued parking they are to provide any form of documentation (bulletin, ordination card, etc.) with their name and church home on it. We no longer issue clergy parking to deacons and committee members. Clergy must attach this documentation to the clergy parking form and fill out the clergy parking form in its entirety with vehicle information and hang-tag number as well as the expiration date. The expiration date should be one year from the last date of the current month. Clergy may be authorized to park in either Garage A or B.

2.12 Law enforcement officers on official business are approved for free parking whether they are in/out of uniform or in/out of official vehicle. They are required to present an official law enforcement identification/badge.

2.13 All standard and short-term permits expire as determined by UMMC and stated on the permits.

2.14 Any individual to whom a permit has been issued shall:

(a) Shall have UMMC Physical Facilities remove any expired permit from the motor vehicle to which the expired permit is attached;

(b) Change permits if his or her status at the university changes in a manner as to require a different permit; and

(c) Shall have UMMC Physical Facilities remove any permit from the vehicle upon transfer of ownership or possession of the vehicle to which the permit is affixed.

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2.15 If a permit issued to any individual under the provision of these regulations becomes marred, mutilated, or obliterated, or if because of damages to the vehicle the permit has to be replaced, the individual shall obtain a new permit.

2.16 A permit issued to be affixed to or used by one motor vehicle shall not be affixed or transferred to another vehicle operated by the permit owner.

2.17 Any individual to whom a permit has been issued shall be responsible for any parking or registration violation(s) in which the vehicle is involved.

2.18 All employees and students are expected to be aware of the state law regarding Mississippi license plates and insurance and to be in compliance with the law.

2.19 Individuals may visit the Office of Parking Operations for a lost or stolen permit to request a replacement permit.

2.20 All refunds to employees will be handled in accordance with the UMMC policy through the office of Parking Operations.

C. PARKING

3.1 All visitors are required to pay for parking in a UMMC garage or lot. Parking passes may be issued for patients and families as deemed appropriate by UMMC Hospital Administration in collaboration with the office of Parking Operations. Parking passes may be purchased from various locations in the hospital. Parking passes are nonrefundable and nontransferable.

3.2 Individuals that loose or misplace their parking ticket will not be allowed to exit the garage until vehicle ownership is verified by UMMC Police Department. Lost ticket charges will be applied after verification.

3.3 Failure by any individual to find a legal parking space shall not be an excuse for violation of these regulations.

3.4 For purposes of these regulations, the University of Mississippi Medical Center may classify individuals into different categories and may restrict parking in any area of its campus to a certain category of individuals.

3.5 No individual shall park any motor vehicle or motorcycle on the campus:

(a) In any area designated for Handicap Parking unless the vehicle has a handicap permit;

(b) In any manner that obstructs any wheelchair route;

(c) On or adjacent to any red curb;

(d) On any sidewalk or in any manner that obstructs any sidewalk;

(e) On any lawn or grassed area, except as otherwise provided in these regulations;

(f) In any drive;

(g) In any loading zone;

(h) In any "No Parking" zone;
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(i) In any manner that obstructs traffic;

(j) In a double or multiple manner;

(k) In any manner that obstructs or blocks a fire hydrant;

(l) In any location not designated by lines or signs as parking areas;

(m) In any manner exceeding the posted length of time where "time" parking is in effect;

(n) In any area of the campus which has been closed off by the use of barricades, signs, yellow lines, or other traffic control devices except as otherwise authorized by these regulations;

(o) In any area of the campus which has not been designated as a parking area;

(p) In any fire lane;

(q) In any area designated by sign or stenciled curb as Service Parking;

(r) In any area designated by sign or stenciled curb as Reserved Parking.

3.6 The privilege of a visitor to park on the campus shall not be confined to those spaces specifically reserved for visitor parking by signs, but shall extend to any legitimate parking space other than those spaces specifically reserved.

3.7 The temporary absence of a sign at the entrance of any area of the campus does not mean that it is no longer restricted. If at any time area restrictions are removed or altered, the signs in those areas shall change appropriately.

3.8 No individual shall abandon any motor vehicle on the UMMC campus. The university may, in addition to any other remedy herein provided, upon evidence that a motor vehicle has remained on campus parked and unused for a period of thirty (30) days, report the vehicle as abandoned to the University of Mississippi Medical Center Police Department for disposal according to state law.

D. TRAFFIC

4.1 No individual shall operate or park any motor vehicle or motorcycle on the campus in a manner as to cause injury to any individual, grounds, building, or other facility or property of UMMC.

4.2 Any individual who operates or parks a motor vehicle on the campus shall:

(a) Obey all stop signs and traffic control devices;

(b) Obey yellow or white lines for routing traffic and only pass other vehicles in those areas appropriately designated;

(c) Obey all speed limit signs;

(d) Obey one way street signs;

(e) Yield to traffic as prescribed by state law and/or appropriate signage;

(f) Wear a seatbelt and ensure that all occupants wear a seatbelt or are secured in an appropriate restraint device at all times while operating a vehicle on campus;
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(g) Maintain in their possession a valid license and proof of insurance as recognized by the State of Mississippi;

(h) Not park or leave their vehicle unattended in such a way that it blocks roadway or has the potential to obstruct traffic;

(i) Obey any other sign indicator, marker, or signal for the control, direction, parking, and general regulation for traffic and automobiles on the campus and streets of UMMC including, but not confined to, lawful hand, voice, whistle, or other commands or signals.

(j) Not throw, drop, or discard, any item from any motor vehicle except into a litter receptacle, regardless of intent.

(k) Not block or slow traffic access for emergency vehicles.

4.3 No individual shall drive or operate a motor vehicle on any campus parking lot at a speed in excess of ten (10) miles per hour.

4.4 No individual, unless otherwise authorized or directed by these regulations, shall drive or operate a motor vehicle on the campus at a speed in excess of posted speed limits. The university shall indicate speed limits by appropriate signs or markers.

4.5 No individual shall drive or operate a motor vehicle in any congested area of the campus at a speed in excess of ten (10) miles per hour.

4.6 The University of Mississippi Medical Center shall, consistent with these regulations, place and maintain signs, markers, and other traffic control devices upon its campus and streets as it shall deem necessary and sufficient to regulate, warn, or guide traffic.

4.7 No individual, other than those individuals who by nature of their functions are required to do so, shall drive a vehicle upon any pedestrian path, sidewalk, grassed area, safety zone, or any other area of the campus not ordinarily used for vehicular traffic with the exception of using sidewalk to access bike rack(s).

4.8 No individual, other than those individuals who by nature of their functions are required to do so, shall park any vehicle in or upon any area of campus that has been closed by the use of barricades or other traffic control devices.

4.9 No individual shall operate any motor vehicle on the campus without due regard for the safety and property of others.

4.10 Pedestrians shall have the right of way at all marked crosswalks on the campus, except where an intersection is controlled by a traffic signal.

4.11 No individual shall blow the horn of his or her motor vehicle in an excessive manner.

4.12 Any individual who has an accident on the campus shall report the accident to the UMMC Police Department.

4.13 In addition to the rules and regulations contained herein, all of the laws of the State of Mississippi are in full force and effect at all times on the campus.

E. BICYCLES, MOTORCYCLES, OTHER MOTORIZED VEHICLES, SKATEBOARDS, AND IN-LINE SKATES

5.1 Any individual who rides, operates, or parks a bicycle or any other non-motorized vehicle, including boats and
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trailers, on the campus shall be subject to all the terms and provisions of these regulations applicable to anyone who rides, operates, or parks a motor vehicle, except for those provisions which by their nature can have no application.

5.2 No individual shall park or operate any bicycle in a hallway, on a handicap ramp, or in or near a doorway except where use is made of a parking rack furnished by UMMC. Furthermore, bicycles cannot be affixed or chained to any tree, bench, trash can, or any other campus structure other than a bike rack.

5.3 No individual shall take any bicycle inside any building on campus.

5.4 Every regulation herein applicable to anyone riding, operating, or parking a bicycle on the campus shall also apply to anyone riding, operating, or parking a motorcycle, motor scooter, or other two- wheeled motorized vehicle.

5.5 The use of skateboards, bicycles, and in-line skates on campus is permitted, but caution should be exercised when in the presence of pedestrians as they have the right of way. Furthermore, use of bicycles, skateboards, and in-line skates inside of campus buildings or on campus structures such as, but not limited to, stairs, railings, benches, planters, concrete pavers and other applicable structures is not permitted. Those found to have damaged any campus structure will face campus disciplinary sanctions and/or criminal prosecution for vandalism and destruction of state property.

5.6 Any individual operating a motorcycle or other motorized cycle on the campus or streets of UMMC shall park in designated motorcycle parking spaces on campus.

(a) UMMC employees and students are not allowed to park motorcycles in the designated motorcycle spaces in the garage unless they are in the capacity of a patient or have been assigned preferred parking in the garage.

(b) Other employees and students should only park motorcycles in the designated spaces in Lot 14.

5.7 It is prohibited to charge, store, and use any recreational powered mobility device anywhere in or on the property of UMMC. More details may be found in the UMMC Powered Mobility Device Policy which applies to such devices as hover boards and segways, not powered wheelchairs or other medical devices.

F. PROCEDURES FOR PARKING AND TRAFFIC CITATION APPEALS

6.1 Any individual charged with a violation of parking regulations may appeal.

(a) The appeal should be e-mailed to PARKING@UMC.EDU.

(b) The appellant should include the ticket number, name of appellant and contact phone number.

(c) A diagram describing details concerning the appeal may be included.

(d) In addition to the parking violation fine, an administrative charge of $5 will be added to each appeal if the appeal is denied.

(e) The following are not acceptable grounds for appealing a parking citation:

(1) Ignorance of the regulations;

(2) Unavailability of a legal parking space;

(3) Improper display of permit;
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(4) Failure to obtain an appropriate permit;
(5) Failure to obtain any permit;
(6) Inclement weather;
(7) Late arrival;
(8) Expired permit.

6.2 Appeals will be addressed and a decision rendered within 7 business days after receiving, excluding holidays and weekends. UMMC may waive or approve the appeal and void the citation, may deny the appeal and indicate the fine to be paid, or may deny the appeal but waive the fine.

6.3 UMMC citation appeal procedures are not applicable to individuals receiving Justice Court citations or State of Mississippi Uniform Traffic Citations from the University of Mississippi Medical Center Police Department.

6.4 Any visitor charged with a violation of parking regulations may appeal to PARKING@UMC.EDU.

G. SANCTIONS

7.1 When a violation by any employee, student, vendor or contractor of any rule or regulation set forth in Sections A through E has been clearly established by waiver or by voluntary admission, as provided in Section F the individual shall be subjected to an administrative penalty including but not limited to the following fees:

(a) 1st Violation $25.00 and will be referred to HR and or their Department Chair, Dean, or Supervisor for disciplinary action.

(b) 2nd Violation will be booted and charged a $50.00 boot removal fee and will be referred to HR and or their Department Chair, Dean, or Supervisor for disciplinary action.

(c) 3rd Violation will be booted and charged a $100.00 boot removal fee and will be referred to HR and or their Department Chair, Dean, or Supervisor for disciplinary action.

(d) 4th Violation will be referred to HR and their Supervisor for disciplinary action up to and including termination. Students will be reported to their Dean for disciplinary action up to and including dismissal proceedings.

(e) Unauthorized removal of a boot will result in a $200.00 fine. Damaged, destroyed or stolen boots due to unauthorized removal may be required to pay the replacement value of the boot and face criminal charges or will be referred to HR and their Supervisor for disciplinary action up to and including termination.

7.2 UMMC may, in addition to any other remedy herein provided, remove and impound any illegally parked or abandoned vehicle, or any vehicle found on the campus parked in a manner as to constitute a serious hazard to vehicular or pedestrian traffic, or to the movement or the operation of emergency equipment. The owner of the vehicle shall be responsible for all costs involved in removing, impounding, and storing of the vehicle. The University of Mississippi Medical Center and its officers shall not be liable for any damage to the vehicle occurring during, or resulting from, the impoundment, removal, or storage thereof.

7.4 Any individual who fails to make payment of administrative penalties for violation of the rules and regulations for control, direction, and general regulation of traffic and automobiles on the UMMC campus may be subject to
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disciplinary action.

7.5 Any individual who operates or parks any vehicle on the campus of UMMC after the date upon which he/she is required to obtain a permit or registration permit, shall be in violation of the rules and regulations of traffic and automobiles on the campus and streets of UMMC.

7.6 Any student who fails to pay his/her parking fines to the university before the end of the semester will be referred to UMMC Student Accounting and the Dean of their school.

7.7 Any employee who fails to pay his/her financial obligation to UMMC will have the amount deducted from their paycheck.

7.8 Unpaid parking or traffic penalties are cumulative until paid. Any unpaid parking violations due at the time of an employee’s separation with UMMC will be payroll deducted on the last check issued.

7.9 The University of Mississippi Medical Center may, in addition to any other remedy herein provided, enforce the parking rules and regulations through the use of a wheel lock device or towing at owner’s expense. This device will render the vehicle immobile. The owner of the vehicle will be responsible for all costs and unpaid traffic fines involved. Wheel lock removal fees are established by the Office of Parking Operations. Fees are listed in 7.1. Wheel locking devices are placed on Vehicles by Parking Enforcement, removed by Campus Police and removal fees are paid in cash to the Parking Attendant in Garage B and a receipt of payment will be issued at that time. No other form of payment is accepted except cash.

7.10 Abandoned bicycles will be disposed of in accordance to IHL Policy 614 or personal property

H. PUBLICATION AND ENACTMENT

8.1 These procedures can be found online at Physical Facilities Parking. A copy of the procedures will also be posted in prominent places around campus.

8.2 These rules and regulations are enacted by the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi.

Approved by the Commissioner of Higher Education on , 2017.

Review

This policy will be reviewed every four years or as needed.