

**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 g 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 Parking Committee under 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of traffic and automobiles on the campus and streets of The University of Mississippi Medical Center are hereby repealed.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;

(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) Director of Police or Police Director means the Director of the Police Department at The University of Mississippi Medical Center;

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

(j) Student means any individual registered as such, regardless of the number of credit hours, at The University of Mississippi Medical Center; and

(k) Faculty or Staff 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.

(l) Parking Operations means the office on campus responsible for maintaining and enforcing parking rules and regulations on the campus of The University of Mississippi Medical Center.

(m) Permits as used herein include staff hang-tags/sticker permits displayed in accordance with 2.6.

(n) 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 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/DECALS

2.1 Vehicles parked in designated lots and garages at The University of Mississippi Medical Center shall register the vehicle prior to parking in the lot/garage, unless the individual has been issued a temporary or a special permit/decal for the vehicle. Badge access will be given at that time for gated parking areas. Parking at Veterans Memorial Stadium (and at the Farmers Market property, when necessary) is available free to all students and any employee. 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 maintained for each group, with access to preferred parking areas granted as spaces become available. The hierarchical groups are as follows:

- Group A Administrative & Academic Officers
- Group B Department Chairs
- Group C Faculty
- Group D Director /Administrator Level
- Group E Staff

All preferred parking subscribers and all waiting list entries are assigned to one of the five groups. All subscriptions have access to only one parking space in one preferred (i.e., gated) lot. Access to gated lots will be controlled by a subscriber's ID badge. Short-term subscriptions will be managed in the same manner as standard subscriptions. Each subscriber will register his or her vehicle with a maximum of three vehicles per subscriber. Lot# decals will be issued to each subscriber for each registered vehicle. Parked vehicles shall have the Lot# decal clearly displayed in the front/rear window. New employees will be assigned to a

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 hierarchal 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. Because of their unique role in the institution, residents are assigned a parking space and not charged a parking fee.

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) State 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/decal.

2.5 No individual shall display more than one permit/decal on any one vehicle.

2.6 The permit/decal shall be permanently affixed to the vehicle in a place and manner prescribed by The University of Mississippi Medical Center. Permits which are taped on vehicles or affixed in locations other than the prescribed location shall not be considered permanently affixed or properly displayed. Parking permits/decals are nontransferable. Hang permits must be properly displayed on the inside rear view mirror facing the front of the vehicle. Permits are the property of The University of Mississippi Medical Center 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 desired.

2.7 Any regular employee/staff faculty/vendor of The University of Mississippi Medical Center that is eligible for parking may obtain a permit/decals for any vehicle brought to campus.

(a) Permits/decals 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/placard 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/placard authorizes vendors to park in designated spaces on campus.

2.9 All permits/placards expire on an annual date determined by The University of Mississippi Medical Center and stated on the permit/placard.

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

(a) Remove any expired permit from the motor vehicle to which the expired permit is attached;

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

(c) Remove any permit from the vehicle upon transfer of ownership or possession of the vehicle to which the permit is affixed.

2.11 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, or if the individual changes his/her status to a different classification during the year, the individual shall obtain a new permit.

2.12 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.

2.13 A short term (BLUE) hang tag may be obtained from the Office of Parking Operations by:

(a) Any staff who expects to operate or park any vehicle on the campus for up to 3 hours per day whose primary office is at an offsite location.

(b) Short term parking is paid for by the department at a rate of \$15.00 monthly, charged via journal entry for each short term parker. The department's Lawson accounting unit will be submitted to the Office of Parking Operations. The employee's vehicle will need to be registered and a Short Term hangtag and badge access will be issued.

2.14 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.

2.15 All faculty and staff members are expected to be aware of the state law regarding Mississippi license plates and insurance and to be in compliance with the law.

2.16 Any individual who visits the Office of Parking Operations for a lost/stolen permit may obtain a replacement permit.

2.17 All refunds will be handled in accordance with The University of Mississippi Medical Center policy through the office of Parking Operations.

C. PARKING

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

3.2 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.

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

- (a) In any area designated for Handicap Parking;
- (b) In any manner that obstructs any wheelchair route or potential wheelchair route;
- (c) On or adjacent to any yellow 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;
- (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.

3.4 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.

3.5 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 placard or contractor hangtag.

3.6 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.

3.7 No individual shall abandon any motor vehicle on the The University of Mississippi Medical Center 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 The University of Mississippi Medical Center Police Department for disposal according to state law.

3.8 All Clergy are issued the neon yellow hangtag. 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. Attach this documentation to the clergy parking form. Fill out the clergy parking form in its entirety with vehicle information and hangtag number as well as the expiration date. The expiration date should be one year from the last date of the current month. All clergy are authorized to park in either Garage A or B. They are still required to sign their parking ticket prior to exiting the parking garage.

3.9 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.

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 The University of Mississippi Medical Center.

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 at all times while operating a vehicle on campus;
- (g) Have in their possession a valid license 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 The University of Mississippi Medical Center including, but not confined to, lawful hand, voice, whistle, or other commands or signals.
- (j) Regardless of intent, not throw, drop, or discard, any item from any motor vehicle except into a litter receptacle.

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, if the accident resulted in property damage or personal injury, report the accident to The University of Mississippi Medical Center 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 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 The University of Mississippi Medical Center. 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 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 The University of Mississippi Medical Center shall park in designated motorcycle parking spaces on campus.

(a) The University of Mississippi Medical Center faculty, staff, 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 paid parking in the garage.

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

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](mailto: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;
- (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 72 hours after receiving, excluding holidays and weekends.

(a) PARKING@UMC.EDU 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.

(b) All decisions are final and there is no second appeal process.

6.3 The University of Mississippi Medical Center 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 individual 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 a verbal warning.
- (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 a written warning.
- (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 a final warning. (All final warnings must be approved by HR before administering)
- (d) 4th Violation will be reported to HR and or their Department Chair, Dean, or Supervisor for disciplinary action up to and including termination. Students will be reported to their Dean for professionalism/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 or face criminal charges and will be referred to HR and or their Department Chair, Dean, or Supervisor for disciplinary action up to and including termination.

7.2 The University of Mississippi Medical Center 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 The University of Mississippi Medical Center campus may be subject to The University of Mississippi Medical Center disciplinary action.

7.5 Any individual who operates or parks any vehicle on the campus of The University of Mississippi Medical Center 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 The University of Mississippi Medical Center.

7.6 Any student who fails to pay his/her parking fines to the university before the end of the semester will be forward to the Dean for their school.

7.7 Any regular employee (faculty or staff) who fails to pay his/her financial obligation to The University of Mississippi Medical Center 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 _____
_____, 2014.

Review

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