



Parking Guidelines

The regulation of parking is a service to the University, and is intended to protect student, staff, and faculty pedestrian mobility; use available parking space in the best interests of the entire University; and maximize parking area consistent with Dickinson State University (DSU) Community needs.

Any motorized vehicle operated on the property of the Dickinson State University is subject to regulations governing parking at the institution. Campus parking may be restricted to vehicles with permits which authorize parking in that area only. Parking enforcement is conducted year-round, 24 hours per day.

CONTACTS:

Specific questions should be directed to the following:

Subject	Contact	Telephone	Email/Web Site
Permits	Business Affairs	701-483-2328	
Visitor Permits	Campus Security (Stickney Hall Rm 116) or Business Affairs (May Hall Rm 107)	701-483-1068 (O) 701-290-1068 (C)	dsu.security@dickinsonstate.edu
Appeals	Campus Security	701-483-1068 (O) 701-290-1068 (C)	dsu.security@dickinsonstate.edu

DEFINITIONS

Affiliate	An individual or group of individuals afforded specific privileges at the request of a DSU sponsoring department.
Americans with Disabilities Act Amendments Act (ADAAA)	This Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
Campus	University property shown on the campus map included in the Annual Security and Fire Safety Report as well as other properties controlled by DSU through agreement which may not appear on the map.
Construction Employee	Any person employed by a company which is engaged in the construction, renovation, or repair to campus buildings or other facilities.
Contract Employee	Any person, not a student or employee, who renders on-campus services to Dickinson State University through the provisions of a contract for services.
DOT	North Dakota Department of Transportation
Employees (Faculty or Staff)	Any person, other than a student, who renders services to Dickinson State University for remuneration. This category includes faculty, administrative and staff personnel employed by the University.
Fire Lane	An area specifically designated by sign(s) and/or street markings containing the phrase "Fire Lane". Fire Lanes are reserved for use by emergency vehicles for emergency access to campus facilities.
Immobilization (Boot)	A locking device applied to one or more wheel of a vehicle so it cannot be moved until enforcement staff removes the device.
Loading Zone	An area specifically designated by sign(s) and/or pavement marking with the phrase "Loading Zone".
Maintenance Vehicle	A University motor vehicle used primarily to affect repairs and/or maintain campus buildings and facilities.
Motor Vehicle / Motorized Vehicle	An automobile (e.g., car, truck, pickup, etc.), a motorcycle (e.g., motor-driven cycle, scooter, moped, etc.) or any other self-propelled vehicle designed for running on land but not on rails or water. This excludes, but is not limited to motorhomes, RVs, campers, trailers, and boats.
Parking	The standing of a motor vehicle, whether occupied or not.
Parking Citation	A citation for violation of the Dickinson State University parking regulations and a notice of right to appeal within 3 school days of the date of violation.
Parking Enforcement Officer	An employee of Dickinson State University authorized to issue parking citations.
Parking Services	Business Affairs is the department responsible for assisting customers with the purchase and distributing of parking permits, receiving parking fine payments, and maintaining parking permit records and citations. Campus Security is responsible for issuance and hearing appeals for parking citations. Facilities Operations provides for the maintenance of campus parking areas. Parking areas will be reviewed on a yearly basis for proper utilization and assigning parking designations.

Student	Any person, other than an employee of Dickinson State University, who is enrolled either full or part-time and includes persons enrolled to audit one or more classes.
Tow	Removing a motor vehicle from the DSU campus by tow truck.
University	Dickinson State University
Vendor	Any person, not an employee, student or contract employee, who provides sales and/or services to Dickinson State University.
University Community	The University Community includes but is not limited to Students, Faculty, Staff, Alumni, Foundation Members and Volunteers.
Visitor/Guest	Any person other than a student, employee, construction employee, contract employee, affiliate, retiree, or vendor who parks a motor vehicle on campus.
Volunteer	Any person that provides services without compensation to Dickinson State University.

1. PRINCIPLES

A. OVERVIEW:

- i. The intent of these guidelines is to help control and reduce the amount of illegal and improper parking on campus by holding offenders accountable for their actions. Illegal parking reduces the amount of available parking and is unfair to those who have purchased permits and properly adhere to Parking Regulations.
- ii. Any motorized vehicle operated on the property of Dickinson State University is subject to regulations governing parking at the institution. The operation of a motor vehicle on University property is a privilege granted by DSU and is not an inherent right of any faculty/staff member, student, or visitor. Since parking is limited, faculty, staff, and students should consider their needs carefully when applying for parking privileges. Such privileges may be denied, revoked, suspended, or modified.
- iii. Faculty, staff, and students must comply with parking rules and regulations as part of employment, appointment, or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.
- iv. Faculty, staff, and students who park on DSU property must have a University parking permit. A parking permit identifies an individual that has been granted the privilege of parking a vehicle on University property, but does not guarantee a parking space on campus. Parking enforcement is conducted year-round, 24 hours per day. DSU rules and regulations do not differ during holidays or breaks. Failure to purchase a permit may result in citation, fines, boot, tow, or other disciplinary action if a vehicle is parked inappropriately.
- v. Visitors are encouraged to get and display a parking permit.

- vi. The regulation of parking is a service to the University, it is intended to protect student, staff, and faculty pedestrian mobility and use of available parking space in the best interests of the entire University.
- vii. The University may amend these regulations at any time. Advance public notice of changes will be given if possible.
- viii. It is the responsibility of each member of the University community to read, understand, and abide by the regulations.

B. APPLICABILITY:

- i. These guidelines apply to the drivers, owners, or registrants of motor vehicles on the Dickinson State University Campus, and are enforced year-round, twenty-four hours a day, unless otherwise announced. The person issued the permit or the vehicle owner is responsible for citations issued against the vehicle.

C. PROOF:

- i. The issuance of a citation constitutes sufficient evidence that a violation occurred at the location, date, and time referenced on the citation.
- ii. It is impossible to determine whether or not a citation was on the vehicle when the owner returned. A presumption will therefore, govern: a citation placed on a vehicle is there when the owner returns.

D. LIABILITY for PROTECTION of MOTOR VEHICLES:

- i. DSU, its officers, and employees, are not liable for the care and/or protection of any motor vehicle or its contents at any time while it is being operated or parked on/in any area subject to University jurisdiction. Theft or damage that occurs should be reported to Campus Security or the Dickinson Police Department.

E. GUIDELINES

- i. Every Student and Employee must have a parking permit to park on campus.
- ii. Parking Permits must be displayed on the mirror with the permit facing outward.
- iii. Motor vehicles may park only in areas or spaces for which the permit is valid and marked by signs or street/pavement markings, except when otherwise directed by a Campus Security Officer or Law Enforcement Officer actively engaged in directing traffic on campus.
- iv. Parking is prohibited on grass surfaces and in areas posted or marked as “fire lane,” “no parking,” and in areas not designated as parking areas by signs or pavement markings.
- v. Motor vehicles parked in violation of these regulations may be fined, immobilized,



towed, and/or impounded at the owner’s expense and risk, and will not be released until all unpaid parking fines, and towing and impound fees (Including daily storage/impound) have been paid.

- vi. Appeals on parking violations must be brought to Campus Security within 3 business days following the day that the ticket was issued. No violations will be waived for any reason after the 3rd business day following the day the ticket was issued.
- vii. Any unpaid fines will result in withholding of transcripts or prevention of registration for the next semester. It may also result in the towing of the vehicle from the campus without notice.
- viii. In the absence of a sign at the entrance to a lot, parking is allowed with any properly displayed parking permit.

F. RESPONSIBILITIES

Facilities Operations	<ul style="list-style-type: none"> ▪ Conduct snow removal and other parking maintenance as requested ▪ Ensure proper signage is displayed in campus parking lots
Business Affairs	<ul style="list-style-type: none"> ▪ Conduct permit sales and distribution. ▪ Collect fees
Students, Faculty and Staff	<ul style="list-style-type: none"> ▪ Comply with parking rules and regulations ▪ Obtain a parking permit to park on DSU property.
Campus Security	<ul style="list-style-type: none"> ▪ Enforce parking rules and regulations. ▪ Hear and adjudicate appeals.
Visitors/Guests	<ul style="list-style-type: none"> ▪ Comply with parking rules and regulations ▪ Secure a parking permit to park on DSU property.

G. PARKING PERMITS

- i. Parking Permits must be displayed on the mirror with the permit facing outward. Any alteration of a permit will render it invalid. State Fleet vehicles are not required to display a parking permit and are allowed to park anywhere on DSU Campus Property.
- ii. Individuals parking a vehicle in identified campus parking zones must obtain and display a valid parking permit. Permits are required in areas except when parked in:
 1. Wienbergen/Scott/BAC parking areas during sporting and other events.
 2. Visitor parking areas by visitors as defined.



- 3. Loading/unloading zones.
 - 4. Areas designated as public parking for a special event.
 - 5. City Street Parking
- iii. Faculty, staff, and students must secure permits from Business Affairs. Ownership and use of parking permits are not transferable to any other person. Permits are not to be resold, traded, shared, or gifted.
 - iv. Sharing a parking permit may result in a valid citation being issued to the permit holder and the owner of the vehicle.

H. TEMPORARY PERMITS:

- i. Temporary permits can be received from Campus Security or Business Affairs. Temporary permits are valid only the dates indicated on the pass. Temporary permits are not to be resold, traded, shared, or gifted. Sharing a temporary parking permit may result in a citation being issued to the permit holder and the owner of the vehicle.

I. LOST or STOLEN PERMITS:

- i. The University is not responsible for lost or stolen permits. Lost or stolen permits should be reported to Campus Security immediately. Citations issued prior to reporting the permit lost or stolen will be the responsibility of the permit holder. Replacement permits may be purchased at Business Affairs. Any vehicle displaying a lost, stolen, forged, or altered permit is subject to the following administrative actions through Campus Security:
 - 1. A \$100 fine for displaying a forged/altered permit or lost/stolen permit,
 - 2. An immediate tow/impound of the vehicle,
 - 3. A theft of service fee of \$20/week based on when permit was reported invalid/lost/stolen,
 - 4. A loss of parking privilege for the remainder of the academic year,
 - 5. Any other fine not mentioned above, and
 - 6. Vehicle immobilization by a boot.
 - 7. A fraudulent report may also result in criminal action and DSU disciplinary action.

J. PARKING AREAS:

- i. Subject to modification, the parking permit classifications and parking area privileges are shown below. Permits are not valid in spaces designated for loading/unloading zones, no parking zones, and fire lanes. Parking permits are color coded.

Permit Type's	Color
Faculty/Staff	Red
Students	Blue/Grey



Visitor	Green
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****Pulver Hall: Only Tenants and Clients using Pulver Hall may park in the Pulver Hall Parking Lots.**

K. VISITOR PARKING

- i. Campus visitors are subject to University parking regulations and may park in a designated visitor space. Visitors are encouraged to obtain a visitor parking pass from either Business Affairs or Campus Security.
- ii. Departments are responsible for clearly disseminating parking options and regulations to their guests. To help ensure a pleasant experience for guests while on campus, departments should communicate parking guidelines prior to the visit.
- iii. Citations sent to Campus Security or Business Affairs with “guest” or “visitor” written on them, will not be waived and are still considered to be valid.

L. MEDIA VEHICLES:

- i. Clearly marked news media vehicles may have access to parking on campus for reporting purposes. News media vehicles may not park in any spot marked “reserved.” This includes handicapped accessible parking spots (unless the journalist’s vehicle displays a state-issued handicap parking permit). Vehicles may not block building entrances, pedestrian pathways, or emergency vehicle access. Media are asked to contact Campus Security to make special parking arrangements for satellite trucks.

M. SPECIAL EVENT PARKING

- i. Requests for special event parking should be coordinated with Campus Security.

N. PERMIT FEES: Permit fees will be set annually by Business Affairs.

O. PERMIT REFUNDS:

- i. Student permits may be returned for a partial refund. Permits must be brought to Business Affairs where a refund may be issued.

Permit Color	Type of Permit	Refund Dates
Grey	Student	August 15 – December 31

P. CITATIONS and PAYMENT of FINES

- i. The person in whose name a motorized vehicle is registered, at the time the citation is issued, or the person who is operating that vehicle may be held responsible for citations identified to the vehicle. If a parking permit is displayed, then the owner of the parking permit may be responsible for that citation.
- ii. A vehicle may be issued multiple citations and fines for multiple violations at

one time. A vehicle may be issued additional citations for the continued noncompliance of parking guidelines.

- iii. Warning citations may be issued at the discretion of the issuing officer. These warnings do not require payment of a fee.
- iv. Citation fines may be paid at Business Affairs in person, mail or on-line. Violation notices (citation or statement) should accompany payment. Payment is due upon issuance of citation. It is the responsibility of students, faculty, or staff to check his or her campus account for charges that may be present.
- v. Students with unpaid delinquent citations are not permitted to register or obtain or official transcript.
- vi. If an account of unpaid fines or other charges remains outstanding, the account may be referred to a collection agency for collection.
- vii. Vehicles not registered with Business Affairs may be immobilized when they have unpaid fines or are repeatedly in violation of parking policy or are abandoned.
- viii. DSU reserves the right to suspend parking privileges as a consequence of frequent and/or recurring violations of DSU parking policies. Individuals that park on campus after having their parking privileges suspended are subject to a Suspended Privileges citation and fine each time the vehicle is found on campus, and may be towed/immobilized at the owner's cost.
- ix. Any individual caught tampering with Parking Services property may be penalized and referred to the Dickinson Police Department or Campus Security. This includes, but is not limited to:
 1. Damaging parking signs;
 2. Damaging immobilization devices.
- x. Violations of Article 3 of the Student Handbook including but not limited to verbal abuse, including the use of threatening or vulgar language, and/or the physical assault of Campus Security Officer, Business Affairs Staff or anyone authorized to issue parking citations will not be tolerated. Individuals engaging in this type of behavior are subject to the University disciplinary process, criminal prosecutions, and/or loss of parking privilege.

Q. CITATION TYPES

- i. The permit holder, registered owner, or driver can be held liable for any parking expenses. If a citation can be associated to an account, citations will transfer and post to the DSU Campus Connection. Other citations will remain at Business Affairs for payment.

Violation:	Fine:	Violation:	Fine:
Suspended Privileges	\$100.00 *	Counterfeit/Forged Permits	\$100.00*
Handicapped Only	\$100.00	Altered/Stolen Permits	\$100.00*
All Other Violations	\$20.00* *		

* Additional fees may be applicable

** Fines may be reduced by 50% if paid in full within 3 business days

- ii. Warning notices may be issued to a vehicle as a means of notifying that an infraction has occurred. These warnings are not citations. They do not require payment of a fee or post to an individual's account.

R. APPEALS

- i. Faculty, staff, students, and visitors are allowed to appeal a parking citation believed to have been issued in error. Appeals are heard by Campus Security. Appeals that are submitted beyond the three-day period or appeals that contain inappropriate, crude, or threatening language will not be considered.
- ii. The following reasons are not valid as a basis for appeal:
 1. Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
 2. Other vehicles were parked improperly;
 3. Only parked illegally for a short period of time;
 4. Stated failure of parking officer to cite previously for similar offenses;
 5. Late to class or appointment;
 6. Inability to pay the amount of the fine;
 7. Incorrect advice from a friend, professor, department, or any other source; or
 8. No other place to park.

S. BOOTING, TOWING, and RELOCATING VEHICLES

- i. Vehicles may be towed from the campus at any time if they create a safety concern, interfere with the efficient operation of the traffic and parking on campus, have been immobilized for more than 72 hours, or if parked in an area not specifically designated for or designed as a parking area. Fines and charges for towing and/or storage fees are the responsibility of the owner/operator.
- ii. No personal property or vehicles (including boats, trailers, motor homes, etc.) may be permitted to be stored or parked on the campus without prior permission from Campus Security. Such property or vehicles are subject to impoundment.
- iii. Situations in which booting, towing, or relocating may be necessary include, but are not limited to:
 1. Displaying a stolen, altered, or counterfeit permit;

2. Causing a safety hazard (fine lane/fire hydrant);
3. Blocking a roadway or driveway;
4. Failing to move a vehicle within a reasonable amount of time after notification.

T. ABANDONED VEHICLES:

- i. A vehicle will be considered abandoned if it appears inoperable (i.e., flat tires, broken windows, etc.) and/or has not moved for 14 or more days, regardless of valid license plate or permit. Abandoned vehicles will be towed after a tow notification has been posted on the vehicle for 72 hours stating date by which vehicle must be moved, unless vehicle is proven to be operable.

U. SNOW REMOVAL:

- i. Snow removal in campus parking lots is the responsibility of Facilities Operations.
- ii. When removing snow from campus parking lots, Facilities Operations must meet the transportation and mobility needs of the campus community and work with available resources to maximize safety and ensure University continuity. Priorities have been set to make snow removal as efficient and effective as possible. Cooperation from the campus community is required to accomplish this task.
- iii. Prior to semester breaks, instructions may be emailed to DSU Student, Staff and Faculty list serve accounts regarding alternate parking arrangements to facilitate snow removal. It is the permit holder's and visitor/guest's responsibility to remain aware of the parking instructions during this time. Vehicles will be required to be moved to allow for plowing operations to proceed.

V. MAINTENANCE, EMERGENCY and SPECIAL NEEDS:

- i. The University reserves the right to close any campus parking area at any time if it is deemed necessary for maintenance, safety, or to meet other special needs. Emergency personnel and emergency maintenance personnel performing duties may deviate from these regulations as required to conduct emergency activities prescribed by, or necessary to, the University. Personnel performing routine or scheduled maintenance must obtain prior approval from Campus Security or Facilities Operations prior to deviating from these regulations.