



Parking Guidelines

OVERVIEW

The intent of these parking guidelines is to protect student, staff, and faculty pedestrian mobility; use available parking space in the best interests of the entire University; and maximize parking areas consistent with Dickinson State University (DSU) Community needs. Illegal parking also reduces the amount of available parking to those who purchased a DSU parking permit and is unfair to those who have purchased permits and properly adhere to DSU parking regulations.

Any motorized vehicle operated on the property of Dickinson State University is subject to all regulations governing parking at the University. The operation of a motorized vehicle on University property is a privilege granted by DSU and is not an inherent right of any employee, student or visitor. Parking privileges may be denied, revoked, suspended or modified by DSU Emergency Management.

All 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. It is the responsibility of any user of DSU parking to read, understand, and abide by the regulations.

All employees, and students who choose to park on DSU property must have a University parking permit. Visitors or guest must have a temporary parking permit (Visitor) or park in visitor or open parking. A parking permit identifies an individual that has been granted the privilege of properly parking a vehicle on University property. A parking permit does not guarantee a parking space will be available on the campus. Failure to display a valid parking permit may result in citation fees, boot, tow, or other disciplinary action at the owner's expense.

Any questions on permits, parking regulations, event parking, and visitor parking can be directed to the Office of Emergency Management, Office 701.483.2407, Duty Cell 701.290.1068, email dsu.publicsafety@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 parking 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	The Office of Emergency Management is the responsible for assisting customers with the purchase and distributing of parking permits. This includes hearing appeals for parking citations and maintaining parking permit records and citations. Business Affairs receives parking fine payments. 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, Volunteers and Shareholders.
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.



APPLICABILITY:

These guidelines apply to the drivers, owners, or registrants of all motor vehicles on the Dickinson State University Campus. The person issued the permit or the vehicle owner is responsible for all citations, parking related towing, impound and immobilization fees issued against the vehicle.

PROOF:

The issuance of a citation constitutes sufficient evidence that a violation occurred at the location, date, and time referenced on the citation.

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.

LIABILITY for PROTECTION of MOTOR VEHICLES:

DSU, its parking enforcement personnel, 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 DSU Office of Emergency Management at (701) 290.1068 or the Dickinson Police Department at (701) 456.7759

GENERAL REGULATIONS

1. A current and valid DSU parking permit is required and must be appropriately displayed on all vehicles parked on the DSU Campus.
2. Employee Parking: Employees with a valid DSU parking permit may park in Staff Parking Only and Permit Parking Only areas.
3. Student Parking: Students with a valid DSU parking permit may park in Permit Parking Only areas.
4. Visitor Parking: Identified as Visitor Parking and not to be used by either students or employees. Does not require a Visitor Parking Permit.
5. Open Parking: Area not designated as a visitor, employee, or student parking area.
6. Handicapped Parking (marked with blue curbside paint and/or cross-marks indicated by wheelchair access sign): To be used only by vehicles displaying a handicapped parking permit.
7. Vehicles may be towed at owner's expense for parking in fire lanes and for the purpose of snow removal if parked in an area not designed for overnight parking.
8. No parking on Campus Drive from 2:00 - 6:00 a.m. for snow removal.

Drivers of vehicles shall yield the right of way to pedestrians.

PARKING PERMITS

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.



Individuals parking a vehicle in identified campus parking areas must obtain and display a valid parking permit. All campus property requires a permit with the following exceptions:

1. Wienbergen/Scott/BAC parking areas during sporting and other events.
2. Visitor designated zones which have permanent signs. Not to be used by either students or employees.
3. Event parking areas that will have temporary sandwich board parking in place.
4. Loading/unloading zones.
5. City Street Parking
6. Open Parking Areas: The lower parking lot to the south of the Student Center across from the DSU Heritage Foundation on 8th and Wienbergen North parking lot on Pulver Dr.

Faculty, staff, and students must secure permits from DSU Office of Emergency Management online service process. Ownership and use of parking permits are not transferable to any other person. Permits are not to be resold, traded, shared, or gifted.

Sharing a parking permit may result in a valid citation being issued to the permit holder and the owner of the vehicle.

Students / Purchase A Permit

1. Log-in to [Campus Connection](#)
2. Click on the Student Self Service Icon
3. Follow this path: Parking>Parking System>Log in>Get Permits
4. Select Permit and Permit Agreement
5. Add vehicle(s) to permit.
6. If no plate is present, the last 8 of the vehicle identification number (VIN) should be temporarily used.
 - a) For the state select “Missing Plate”
 - b) Once plate is known, add vehicle with new plate information.
7. View Cart and select Pay Now
8. Payment Receipt
9. Official Permits –
 - o - Pick up at DSU Office of Emergency Management in the Student Center, 109.

Annual parking permits expire June 30. New permits will be made available for purchase July 1 for the upcoming academic year.

VISITOR PERMITS:

Guest Parking

Campus visitors are subject to University parking regulations and may park in a designated visitor space. Temporary parking permits (Visitor) may also be obtained for a vehicle that is to be parked on campus for only a few days. Visitor Permits are valid in Permit Parking Only areas. Visitor permits may be picked up in the Office of Emergency Management.

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.

Citations sent to the Office of Emergency Management or Business Affairs with “guest” or “visitor” written on them, will not be waived and are still considered to be valid.

LOST or STOLEN PERMITS:

The University is not responsible for lost or stolen permits. Lost or stolen permits should be reported to DSU Emergency Management immediately. Citations issued prior to reporting the permit lost or stolen will be the responsibility of the permit holder. Replacement permits may be purchased. Any vehicle displaying a lost, stolen, forged, or altered permit is subject to the following administrative actions through DSU Emergency Management:

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.

MEDIA VEHICLES:

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 DSU Emergency Management to make special parking arrangements for satellite trucks.

SPECIAL EVENT PARKING:

Requests for special event parking should be coordinated with DSU Emergency Management and Facility Operations. Event Parking signage will be put into place to assist in identifying parking for events. Anyone sponsoring an event on campus that requires parking is requested to coordinate their event in accordance with the DSU Facility Use Guidelines.

PENALTIES AND ENFORCEMENT

Fines for violations of parking regulations on campus are \$20. Fines for parking in designated handicapped parking areas, forged, stolen, or suspended parking violations are \$100.

Appeals on parking violations must be brought to the Office of Emergency Management within three business days of their receipt.

Unpaid violations will result in the University placing a hold on transcripts until fines are paid. **Any vehicles with unpaid violations or continued violations (3 or more) may result in booting or towing of the vehicle from the campus at the owner’s expense.**

If the vehicle is towed it will not be returned to the owner until all fines are paid in full including the tow and impound fee. A hold will also be placed on the student account until all fines are paid in full.

If a vehicle is booted (auto boot attaches to the front or rear tire preventing the moving of the vehicle) the boot will not be removed until all parking fines are paid in full.

An auto boot will be applied to a vehicle after the 3rd unpaid parking violation has been issued. A brightly colored warning sticker will be affixed to the driver side window, alerting the owner that an auto boot has been applied. If the owner of the vehicle has not contacted DSU Office of Emergency Management to have



the boot removed within 3 business days, the vehicle will be towed.

Tampering with, damaging or removing the parking boot is punishable criminally under North Dakota Century Code 12.1-21-05, Criminal Mischief.

The auto boot will be removed provided all fines are paid in full and a receipt showing payment in full or a satisfactory payment agreement is made with the Office of Emergency Management.

Vehicles in No Parking Zones including Fire Lanes are subject to towing without notice. The individual assumes all costs of towing.

Verbal abuse, including the use of threatening or vulgar language, or the physical assault of parking enforcement personnel will not be tolerated. Individuals engaging in this type of behavior are subject to the University disciplinary process, criminal prosecution, and/or loss of parking privilege.

APPEALS

Faculty, staff, students, and visitors are allowed to appeal a parking citation believed to have been issued in error. Appeals are heard by DSU Emergency Management. Appeals that are submitted beyond the three-day period will not be considered.

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 enforcement personnel 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.

BOOTING, TOWING, and RELOCATING VEHICLES

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.

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 DSU Emergency Management. Such property or vehicles are subject to impoundment.

ABANDONED VEHICLES:

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.



SNOW REMOVAL:

Snow removal in campus parking lots is the responsibility of Facilities Operations. No parking on Campus Drive from 2:00 - 6:00 a.m. for snow removal.

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.

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.

MAINTENANCE, EMERGENCY and SPECIAL NEEDS:

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 DSU Emergency Management or Facilities Operations prior to deviating from these regulations.