



# Parking Guidelines

Dickinson State University

**FINAL VERSION – 05.21.2024**



# Student, Faculty, Staff, and Visitor Parking Guidelines

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## OVERVIEW

The intent of these parking guidelines is to protect student, faculty, staff, and visitor 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 purchase 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 student, faculty, staff, or visitor. Parking privileges may be denied, revoked, suspended, or modified by the DSU Campus Safety Office.

All students, faculty, and staff 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 students, faculty, and staff who choose to park on DSU property must have a university parking permit. Visitors or guests 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 Campus Safety Office at 701.483.2407, Duty Cell 701.290.1068, email [dsu.publicsafety@dickinsonstate.edu](mailto:dsu.publicsafety@dickinsonstate.edu).

## DEFINITIONS

<b>Affiliate</b>	An individual or group of individuals afforded specific privileges at the request of a DSU sponsoring department.
<b>Americans with Disabilities Act Amendments Act (ADAAA)</b>	This Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
<b>Campus</b>	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.
<b>Construction Employee</b>	Any person employed by a company, which is engaged in the construction, renovation, or repair to campus buildings or other facilities.
<b>Contract Employee</b>	Any person, not a student or employee, who renders on-campus services to Dickinson State University through the provisions of a contract for services.
<b>DOT</b>	North Dakota Department of Transportation
<b>Employees (Faculty or Staff)</b>	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.
<b>Fire Lane</b>	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.
<b>Immobilization (Boot)</b>	A locking device applied to one or more wheel of a vehicle so it cannot be moved until parking enforcement staff removes the device.
<b>Loading Zone</b>	An area specifically designated by sign(s) and/or pavement marking with the phrase "Loading Zone".
<b>Maintenance Vehicle</b>	A University motor vehicle used primarily to affect repairs and/or maintain campus buildings and facilities.
<b>Motor Vehicle / Motorized Vehicle</b>	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, rails, or water. This includes, but is not limited to motorhomes, RVs, campers, trailers, and boats.
<b>Parking</b>	The standing of a motor vehicle, whether occupied or not.
<b>Parking Citation</b>	A citation for violation of the Dickinson State University parking regulations and a notice of right to appeal within three school days of the date of violation.
<b>Parking Enforcement Officer</b>	An employee of Dickinson State University authorized to issue parking citations.

<b>Parking Services</b>	<p>The Campus Safety Office is 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.</p> <p>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.</p>
<b>Student</b>	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.
<b>Tow</b>	Removing a motor vehicle from the DSU campus by tow truck.
<b>University</b>	Dickinson State University
<b>Vendor</b>	Any person, not an employee, student, or contract employee, who provides sales and/or services to Dickinson State University.
<b>University Community</b>	The University Community includes but is not limited to Students, Faculty, Staff, Alumni, Foundation Staff, Volunteers.
<b>Visitor/Guest</b>	Any person other than a student, employee, construction employee, contract employee, affiliate, retiree, or vendor who parks a motor vehicle on campus.
<b>Volunteer</b>	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 authority. Theft or damage that occurs should be reported to DSU Campus Safety Office 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 that allows them to park in either the Employee Parking Only or Permit Parking Only areas, depending upon which parking permit is
3. Student Parking: Students with a valid DSU parking permit may park in Permit Parking Only areas.
4. Emeriti Parking will be addressed in the Emeriti Policy.
5. Adjunct Faculty: Please check with your department regarding parking options.
6. Visitor Parking: Identified as Visitor Parking and not to be used by either students or employees. Does not require a Visitor Parking Permit. May be issued a Temporary Parking Permit by the area they are visiting if not able to park in a Visitor Parking Zone.
7. Open Parking: Area not designated as a visitor, employee, student, or special parking area.
8. 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.
9. Vehicles may be towed at the 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.
10. 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 in 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 should be parked in the Special Parking Zone, orange designated area on parking map.

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 areas on the DSU Parking Map that are designated as such.

Students, faculty, and staff must secure permits from the DSU Campus Safety Office using the 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.

## **Faculty and Staff / Purchase a Permit**

The cost of a parking permit for faculty and staff is as follows:

- a. Employee Parking Zone – Full time employee - \$50.00; Part Time employee - \$25.00
- b. Permit Parking Zone – Full Time employee - \$40.00; Part Time employee - \$20.00

The permit will be valid between July 1 of each year to June 30 of the following year.

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

## **Student Parking Permits**

The cost of a parking permit for students is \$40 per year. The permit is valid between July 1 of each year to June 30 of the following year.

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

In securing a parking permit, the following options are available:

### **Students purchase permits through Campus Connection.**

1. Log-in to [Campus Connection](#)
2. Click on the Student Self Service
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 eight 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 the DSU Campus Safety Office in the Student Center, Room 109.

Fields with an \* are required fields.

### **Employees purchase permits through HRMS.**

1. Log-in to HRMS.
2. Select the compass in the upper right corner and then menu.
3. Select Self Service and then Miscellaneous.
4. Follow this path: Parking>Parking System>Get Permits
5. Follow the steps above.

### **MOTORCYCLE PERMITS:**

For the purpose of these parking guidelines, a motorcycle will be classified as a motor vehicle and is therefore subject to the same provisions as “vehicles.”

### **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 department they are visiting.

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 Campus Safety Office 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 the DSU Campus Safety Office 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 the DSU Campus Safety Office:

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 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 the DSU University Relations Department to make special parking arrangements for satellite trucks.

## **SPECIAL EVENT PARKING:**

Requests for special event parking should be coordinated with the DSU Campus Safety Office 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:**

**Parking violations can be paid online using the DSU Parking Portal or at the Business Affairs Office located in May Hall, Room 109.**

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

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

**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.**

**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 third 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 the DSU Campus Safety Office to have the boot removed within three business days, the vehicle may 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 Campus Safety Office.**

**Vehicles in No Parking Zones including Fire Lanes are subject to towing without notice. The individual assumes all the 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 reviewed by the DSU Campus Safety Office. 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 brief 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.

## **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 individual property or vehicles (including boats, trailers, motor homes, etc.) may be permitted to be stored or parked on the campus without prior permission from the DSU Campus Safety Office. 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 the 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 breaks that occur in the Fall and Spring semesters, 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 the DSU Campus Safety Office or Facilities Operations prior to deviating from these regulations.

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Reference: Dickinson State University Policy – 1915.1.001 – Parking  
Dickinson State University Parking Map

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October 20, 2023  
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