

# Parking

**Approved by:** Northeastern State University Executive Cabinet

**Responsible Official:** Department of Public Safety-Parking Services  
(918) 444-2444

**History:**

Revised – September 29, 2015

**Additional References:**

Parking Citation Appeal Form  
Vehicle Registration Form

## POLICY

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# Parking

## ADMINISTRATIVE POLICY

The Board of Regents for Regional University System of Oklahoma and Northeastern State University (NSU) have determined that it is in the best interest of the University that rules and regulations be established to govern the keeping and use of motor vehicles by University employees, students, visitors, and other categories of users on campus. Accordingly, NSU has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the available campus parking spaces. Operating a motor vehicle on University property is a privilege which is conditioned, in part, on compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations. One-day, short-term visitors may park in designated visitor parking lots on campus without obtaining a visitor parking permit between the hours of 8:00 a.m. and 5:00 p.m. Monday - Friday. If visitors plan to remain on campus for an extended period (two days to two weeks), they should obtain a temporary parking permit from the University Police Department or the Parking Services Office. Visitor parking is provided only for persons who are not registered students or employees of the University.
2. The University reserves the right to restrict the use of an automobile on University property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The University assumes no responsibility for a vehicle or its contents.
4. All vehicles parking on University owned or rented property must display a valid NSU parking permit.
5. Failure to pay fines will result in refusal to renew permit, withholding of transcripts, delaying of enrollment, withholding of pay and refund checks, and/or collection efforts.
6. Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.
7. Vehicle operators with special circumstances or individual needs are responsible for contacting Parking Services promptly to avoid a citation. Operators who fail to do so may be responsible for any citations issued.
8. Individuals who repeatedly violate Northeastern State University Parking Regulations, damage property or commit any act detrimental to safety or to the best interests of the University community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
9. Only parking permits issued or authorized by NSU University Police and Parking Services, are valid and will be honored. Substitutes such as signs or decals issued by others, hand written notes left on the exterior of a vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.

## CAMPUS POLICE OFFICE

The NSU University Police Office are located at:

Northeastern State University Policy and Procedures

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Tahlequah Campus - The corner of Grand and Crafton Streets. Police Officers are on duty seven days a week, 24 hours a day. For assistance call (918) 444-2468 (for all campuses), on campus at ext. 2468. The Police Department is open 24hours a day, 7 days per week.

Muskogee Campus –Administration Building

Broken Arrow Campus – Business and Technology Building, Rm. 101

Parking Services office is located on Grand Avenue in the University Center Lower Level. Parking Officers are on duty from 7:30am until 10:00pm Monday through Thursdays and during office hours. Contact numbers 918 444-2444, on campus at ext. 2444. Office hours are Monday through Friday, 7:30a.m.-5:00p.m.

## STUDENT PARKING PERMITS

1. Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the first week of class. Housing residents must register their vehicle upon moving in. All parking permits expire on August 31 of each year. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner. Students may register a secondary vehicle that is not already registered with NSU at a full price.
2. Students should obtain their parking permit at the Parking Services office located in the University Center Lower Level.
3. Students must present their NSU ID at the time of permit registration.
4. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.
5. Students will be issued a parking permit that allows parking in any area signed and designated for student parking or multipurpose parking.
6. Apartment residents will be issued a parking permit that allows parking in lots signed and designated for students, resident and multipurpose parking.
7. Individuals need to obtain the correct permit type according to their campus residential status.
8. Students may exchange permit type when campus residential status changes or if the need arises to exchange permit, at no cost.
9. Students should Report lost/stolen permit to University police and provide a copy of the report to Parking Services to replace permit at full cost.

## FACULTY AND STAFF PARKING PERMITS

1. Faculty and staff who park vehicles on campus are required to immediately purchase and display a parking permit. Faculty/Staff must register their vehicles upon reporting to work or when notified to renew their annual permit. All parking permits expire on August 31 of each year. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner. Faculty and staff may register a secondary vehicle not already registered with NSU at a discounted rate of \$5.
2. Faculty/Staff should obtain their parking permit:

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- a. Tahlequah Campus - at the Parking Services located in the University Center Lower Level.
  - b. Muskogee Campus – Administration Office in Admin Building
  - c. Broken Arrow Campus - Business Office/Cashiers in Administration Building
3. Faculty/Staff must present their NSU ID card at the time of permit registration. Faculty/Staff must pay all outstanding citations before a decal/hanging permit may be issued. Faculty/Staff will be issued a parking permit which allows parking in areas signed and designated for Faculty/Staff or multipurpose.
  4. When a Faculty/Staff member terminates his/her employment with the University, parking permit(s) must be turned in to Human Resources as part of the exit interview process.
  5. Faculty/staff should Report lost/stolen permit to University police and provide a copy of the report to Parking Services to replace permit at full cost.

## DISABLED PARKING

1. Vehicles displaying a state issued Physical Disability Permit, along with a valid NSU parking permit, may park in any legal parking space in designated faculty/staff, students and visitor parking lots or any physical disability space with the exception of spaces reserved for other uses.
2. Temporary Physical Disability parking permits are not valid to park in designated physical disability spaces. By law, Physical Disability marked spaces are reserved for state issued permits only.
3. Short-Term Temporary Physical Disability parking permits will be issued only to persons who have purchased and displayed a valid NSU parking permit. This will be valid for 2 weeks only. The Temporary Physical Disability parking permits allows persons to park in any visitor, commuter, faculty/staff and student parking space. The temporary permits can be obtained at the Parking Services Office. Arrangements can be made to have the permit delivered to the Muskogee and BA campuses.
4. Temporary disabled permits requested for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed. Persons needing a temporary disabled permit for a period longer than thirty (30) working days will need to apply for a state issued permit.

## VISITOR PARKING

1. Visitors are always welcome on campus. One-day, short-term visitors may park in designated visitor parking lots on campus without obtaining a visitor parking permit between the hours of 8:00 a.m. and 5:00 p.m. Monday - Friday. If visitors plan to remain on campus for an extended period (two days to two weeks), they should obtain a temporary parking permit from the University Police Department or the Parking Services Office.
2. Visitor parking is provided only for persons who are not registered students or employees of the University. (Examples: NSU defines a visitor as any person unaffiliated with the University such as a vendor, a rental property tenant, a parent or community member.)
3. Visitor permits are available for up to two weeks at no charge at the University Police Office and the Parking Services Office.

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4. Whenever applicable, the campus host, whether Student, Staff, Faculty or Administrator should obtain visitor parking permits for their guests.
5. Parking Services shall provide visitor permits to event coordinators when requested to park in assigned areas. An event coordinator should contact the Parking Services for specific instructions.
6. Certain spaces and areas on campus are set aside for use by visitors. These areas are located for maximum visitor convenience and clearly identified by signs at entry points.
7. NSU expects and requires visitors to abide by properly posted signage or marked parking restrictions.

## MOTORCYCLES

Motorcycles receive a decal to be placed on the front left fork. The Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking.

## BICYCLES

NSU does not require bicycle registration. However, University Police will register bicycles free of charge and provide a decal for ID purposes. Operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students/Faculty/Staff must park bicycles in designated bicycle areas.

## PERMIT FEES

Student/Faculty/Staff beginning in fall semester will purchase their parking permit at full price. All parking permits expire on August 31 of each year. Students/Faculty/Staff who begin in the Spring or Summer semesters will purchase their parking permit at a pro-rated price. Fees for parking permits are as stated below.

	Fall Semester	Spring Semester	Summer Semester
Faculty/Staff	\$25.00 Year	\$12.50 pro-rated	\$ 10.00 pro-rated
Student	\$25.00 Year	\$12.50 pro-rated	\$ 10.00 pro-rated
Motorcycles	\$10.00 Year	\$ 10.00	\$ 10.00

## DRIVING REGULATIONS

1. All traffic and motor vehicle laws of the State of Oklahoma are applicable on NSU property and will be enforced by University Police Officers. Violation of State traffic and motor vehicle laws may subject the driver to a municipal or district court citation with fines set by the Municipal or District Court.
2. The maximum speed limit on all University property is 15 miles per hour. Violators are subject to University, Municipal or District citation. All public roads through campus are governed by established speed zone markings.
3. Per state law, a pedestrian crossing roads, streets or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.

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4. Drivers and pedestrians should be aware that where any electric traffic signal is used, pedestrians shall cross streets only when lights direct them to do so. Pedestrians MUST push button and wait on signal to cross.
5. Anyone who operates a vehicle on University property while under the influence of an intoxicating liquor and or controlled dangerous substance will be subject to arrest and/or revocation of parking privileges.
6. No motor vehicles including motor scooters, motorcycles or motor bicycles shall be operated upon any sidewalk or pedestrian walk on the campus. It is further a violation to operate bicycles, rollerblades, roller skates or skateboards upon University property for recreational purposes. However, these are allowed as a means for NSU students, faculty/staff to get to and from class and/or work.

## **PARKING REGULATIONS**

1. A copy of the NSU Parking Information sheet will be provided to each individual at vehicle registration. Pleading ignorance of the regulations will not excuse violators or citations. NSU Parking Rules & Regulations may be viewed on NSU website at, <http://offices.nsuok.edu/Portals/49/parkingpolicies.pdf>.
2. Vehicles found parking without displaying the appropriate parking permit will be cited. Parking permits must be properly displayed in plain view, when parking on campus. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner.
3. Parking is on a first come, first served basis.
4. The issuance of a parking permit is merely authorization to park if space is available.
5. The responsibility for finding a legal parking space rests with the vehicle operator.
6. Lack of space in a particular lot is not a valid excuse for violating parking regulations
7. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
8. If there is no sign at the entry to lot, parking is multipurpose and must display an appropriate NSU parking permit.
9. NSU restricts all Students/Faculty/Staff to parking in their designated parking lots. Signs designated Campus Apartment Parking or Resident Halls are assigned to properly registered and identified residents. Unauthorized/unregistered vehicles parked in a reserved parking space are subject to impoundment at the owner's expense and a parking citation.
10. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back/pull through parking is prohibited in the areas where one way drive or angle parking exits exist. Parking against flow of traffic is prohibited in the areas where two way drive or parallel parking exists.
11. The owner-of-record or the individual registering a vehicle with the University is responsible for all University parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
12. NSU prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.
13. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.

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14. Maintenance/Service, loading zones and designated disability parking spaces are enforced 24 hours a day.
15. Spaces identified by sign and/or pavement markings bearing the international pictographic symbols for a wheel chair are reserved for use by vehicles displaying state- issued Physical Disability permits with any valid purchased NSU permit.
16. These regulations apply to all persons operating a vehicle on any NSU campus or property. NSU off campus properties are also included.

Parking times throughout the academic year on NSU campuses are as follows:

Tahlequah campus, fall and spring semesters, Monday through Friday, 7:30 am until 5:00 pm, park according to your permit type. Evening parking Monday through Thursday, 5:00 pm until 7:30 am the following morning, all permit types are allowed to park only in designated Faculty/Staff, Commuter and Visitor parking lots. During summer semester, all student permits allowed to park in any student lots. Others park accordingly to permit type.

Muskogee and Broken Arrow campuses, throughout the academic year, Monday through Fridays, Faculty/Staff, Students and Visitors must park accordingly to your parking permit type at all times.

## **TOWING AND IMPOUNDMENT OF VEHICLES**

NSU Campus Police may tow and impound parked vehicles for the following offenses:

1. Parking in reserved spaces or physical disability spaces.
2. Unsuccessful attempts to contact owners with repeated parking violations, and/or five (5) or more unpaid parking citations.
3. Parking in drives, on grass, access road/service drives and traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles.
5. Vehicles displaying expired license plate/tag (expired in excess of 180 days).
6. Parking in red zones or at red curbs, yellow curbs.
7. Parked in fire lane or near fire hydrant.
8. Abandoned vehicles.
9. Parking on campus after permit has been revoked.
10. Accumulation of five (5) or more violations by an unregistered vehicle.

For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle and avoid impoundment.

The owner of a disabled vehicle that is blocking right-of-ways, roadways or improperly parked, shall notify the University Police Office immediately. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense. Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing mileage, hook-up fee, storage, etc. NSU Campus Police uses the wrecker rotation process. The police dispatcher will telephone the next rotation wrecker on call for all campus towing.

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## APPEALS PROCESS

An appeal for a citation must be made in writing at the Parking Services Office with in twenty (20) business days from the date the citation was issued. Appeals will not be accepted after the twenty (20) business day period. A Parking Citation Appeal Form may be obtained at University Police or Parking Services or download the form at:

<http://offices.nsuok.edu/publicsafety/ParkingServices/Forms.aspx>, fill it out, and mail or deliver to Parking Services.

## FINES FOR VIOLATIONS

The following are the parking and traffic violations and corresponding fines established by Northeastern State University:

No valid NSU parking permit	\$ 20.00
Parking in a reserved lot w/o proper permit	\$ 20.00
Improperly affixed permit	\$ 20.00
Parking in a handicapped space	\$ 75.00
Exceeding loading zone time limit	\$ 20.00
Incorrect parking	\$ 20.00
Moving violation	\$ 30.00
Altered NSU permit	\$ 55.00
Use of lost or stolen permit	\$ 55.00
Give, barter or transfer permit	\$ 55.00
Fire lane	\$ 55.00
Blocking dumpster	\$ 20.00
Double parked	\$ 20.00
Parking/driving while revoked	\$ 75.00
Revoked reinstatement fee	\$ 75.00
Vehicle immobilization (Boot) removal	\$ 75.00

Citation and Fee Rates are subject to change each Fiscal Year subsequent to policy review. The University reserves the right to Impound and/or Immobilize vehicles for repeat offenders in accordance with this policy.

## PARKING PERMIT VIOLATIONS

1. Any person who gives, barter, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and shall be fined a penalty of \$55.00 and possible forfeiture of parking privileges, subject to the appeals process.
2. NSU Employees not in compliance when purchasing additional parking permit (s) for secondary vehicles shall be guilty of violations; failure to respond to warning, a fined a penalty of \$20.00 with failure to comply, a fined a penalty of \$20.00 and possible forfeiture of parking privileges, subject to the appeals process.
3. Lost/Stolen permit report must be filed with University Police in order to get a replacement at full cost.



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4. Damaged parking permits must be returned to the Parking Services in order to get a replacement at no cost.
5. Any person who finds or gains possession of a lost, stolen, forged or altered permit and uses the permit to park on campus and will be subject to a fine of \$55.00 and possible forfeiture of parking privileges, possible disciplinary action and subject to the appeals process.

## VEHICLE IMMOBILIZERS (BOOT)

NSU Campus Police may use a vehicle immobilizer to prohibit a vehicle from being moved.

Violations which may prompt the use of a vehicle immobilizer:

1. Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking citations.
2. Unidentifiable vehicle owner information.
3. Accumulation of five (5) or more violations by an unregistered vehicle.

The fee to remove the immobilizer from a vehicle will be \$75.00, plus any additional parking fines accrued and previously unpaid parking fines. Any damage to the vehicle or the device due to a driver attempting to drive vehicle while immobilizer is engaged will be at driver's expense. Once the owner/driver has made contact with Campus Police regarding the violations, the immobilizer will be removed. All fees and fines must be resolved or further action may be taken. Additionally, the owner/driver has the right to appeal the circumstances/violations leading to the vehicle's immobilization.

## CAMPUS POLICE

Examples of services provided are:

1. 24/7 operation
2. State Certified Police Officers
3. Assist Students, Faculty and Staff with emergency needs (EMS, fire, vehicle collisions, weather, emergence alerts, A.L.I.C.E.- Alert, Lockdown, Inform, Counter, Evacuate, etc. & self-defense courses.)
4. Assist Students, Faculty and Staff with non-emergency needs (vehicle and building unlocks, vehicle jump start, safety escorts, etc.)
5. For more information on University Police, please view website:  
<http://offices.nsuok.edu/publicsafety/UniversityPolice.aspx>

## HOW TO SUMMON ASSISTANCE

If you need the services of Campus Police, call 918 444-2468 or push the call button on any emergency telephone located throughout the campus. Additionally, students, faculty and staff may download the Campus Shield app as a means of contact. When the emergency phones are used, the dispatcher knows the location of the caller. In either case, an officer will be dispatched to your location.

Comments and suggestions regarding these Parking Polices are appreciated.

Please forward any comments to: Ken Rivas at [rivas@nsuok.edu](mailto:rivas@nsuok.edu)