Storage of OPDMD in residence hall rooms is permitted so long as it does not constitute a fire/safety hazard.

An OPDMD should be parked so that it does not block egress or access.

Operating University Official Vehicles

Operating University motor vehicles (vans, cars, trucks) by ERAU employees will be authorized once the operator/applicant has met the APPM requirements: http://www.erau.edu/appm/policy/1-17.html and submitted his completed the training/certification to the UA Risk Management office.

Operating other motorized equipment such as golf carts, Gators, Mules, Quads, and other utility vehicles will be authorized when the operator/applicant has completed the relevant training process.

Citations

Ignorance of the Parking and Traffic Regulations does not constitute a defense for failure to comply with the rules.

You are responsible for any violation, injury, or damage to University property attributed to your vehicle regardless of who is operating the vehicle.

Citations may be placed on your vehicle or mailed to you after the violation occurs, depending on the circumstances of the violation.

Vehicles without a current University vehicle registration decal and/or repeat violators may be immobilized.

The immobilizer ("Boot") will be removed after the vehicle has been properly registered and/or all outstanding parking fees and fines are paid.

Vehicles may be towed from campus if it is parked in a fire lane, blocking other vehicles or pedestrian crosswalks, blocking access to a dumpster or loading areas, is judged abandoned, or constitutes a hazard.

Vehicle are towed at the sole expense of the owner/operator of the vehicle.

Repeat offenders may be assessed the following penalties:

- First ticket = fine for the violation.
- Second ticket = fine for the violation + $25.
- Third ticket = fine for the violation + $50.
- Fourth ticket = an immobilizer will be applied until accounts are settled.

Additional tickets may result in revocation of parking/driving privileges for the remainder of that term or for the academic year.

Citation Fee Schedule

- Alter/Destroy/Unregistered Permit $80
- Altered Handicapped Permit $100
- Blocking Crosswalk $20
- Boot Immobilization $50
- Careless Driving $30
- Disobeying Safety Officer $20
- Disregarded Reserved Sign $20
- Driving Off Roadway $50
- Excessive Noise $20
- Expired Permit $80
- Failed to Stop $20
- Fire Lane Parking $40
- Handicapped Parking $100
- Improper Display of Permit $40
- Improper Parking $20
- Moved Cone or Barricade $40
- Damage to $80
- Other Violation $20
- Overtime Parking $20
- Parking in Visitors $50
- Parking Prohibited Sign $20
- Reckless Driving $40
- Unauthorized Boot Removal $50
- Unauthorized Parking Lot $20
- Wrong Way $20

If you are a student your fines will be charged to your Eagle Card account of the Cashier’s office.

Parking and traffic fines need to be paid prior to the release of student records, diplomas, and certificates or to register for, or activate schedules for any succeeding semester or term.

Failure of faculty/staff to pay their traffic fines within thirty (30) days may result in their supervisor being notified of the delinquent charge.

If the fine remains unpaid after your supervisor brings it to your attention, you may be subject to additional sanction or discipline, which may include termination of parking privileges.

If you displace your citation, you may obtain a copy from the Safety & Security Office.

You may appeal your traffic or parking citation in writing within ten (10) University business days of the date on the citation.

After ten business days all charges for tickets are final.

Appeal Format:

- Prepared as a Word document attachment or included in the body of an email
- Name of complainant
- Ticket number
- Date and the location of the violation
- Explanation of the reason you should be excused for this violation
- Nature of the violation as stated on your citation
- Brief explanation of the violation
- Appeal must be addressed to the Director of Campus Safety & Security at bradym3@erau.edu

The Director will respond to your appeal within ten business days of receipt of a complete appeal submission.

If you are not satisfied with the Director’s decision you may request a hearing with the Citation Appeals Review Board of the Traffic & Parking Committee.

Meetings of the Citation Appeals Review Board will be scheduled as needed.

Parking and traffic fines need to be paid prior to the release of student records, diplomas, and certificates or to register for, or activate schedules for any succeeding semester or term.

Visitors and Guests

If you inadvertently receive a citation during your visit please return your ticket to your host or leave it at the Building 41 Visitor Center front desk so that it may be voided. Thank you!
Drive Carefully, Park Thoughtfully. It’s All We Ask.

The purpose of our traffic and parking rules are to protect the safety of all persons on the Embry-Riddle Aeronautical University – Prescott Campus and to support the University’s efforts to provide a productive learning community.

Driving Carefully

Pedestrians have the Right of Way at all times. The speed limit in all parking lots is 5 mph.

The speed limit on campus roads is either 25 or 15 mph as marked.

Abide by all temporary traffic controls or officer instructions or hand signals.

Motorized vehicles may be driven and parked only on paved surfaces.

Bicycling, skateboarding, and rollerblading are permitted outdoors only.

Bicycling, skateboarding, and rollerblading indoors is prohibited.

Parking Thoughtfully

Lock your vehicle when not in use.

Store valued items out of sight or in the trunk.

If you have a handicapped placard or plate you may park in Residence Hall Parking Lots A, G, H, K, L, S, or X.

Non-Resident Student decals (YELLOW) may park in Lot G.

Only one vehicle may be parked in a parking space at one time.

If you wish to leave a vehicle on University property for extended periods it needs a current permit. Please register at the Campus Safety & Security office in Building 14.

Vehicle maintenance, such as oil changes, mechanical work, body repair, is prohibited on ERAU property.

Vehicles or vehicle parts may not be taken into any University building for storage, cleaning, or repair.

The storage of wheels, tires, vehicle maintenance equipment – other than within a permitted vehicle – is not permitted in parking lots or in adjacent landscaping.

Vehicles that are deemed abandoned on campus will be removed at the owner’s expense.

Parking of trailers on campus may be approved for brief family visits by speaking with the Safety & Security Office. Otherwise, no person may sleep in or remain overnight in any vehicle on University property.

Parking of motorcycles and scooters (SILVER) may be parked only in marked motorcycle parking spaces.

Bicycles may only be secured to the bicycle racks provided by the University.

Bicycles inappropriately attached to any other unsecured object, such as hand rails, furniture, trees, piping or conduit, will be subject to removal at the owner’s expense.

Unregistered bicycles that are locked to bicycle racks at the end of Spring semester will be removed by cutting the lock and after 90 days disposed of.

Embry-Riddle Aeronautical University assumes no liability for damage to or theft of any vehicle or its contents; for loss of any article of personal property; or for injury or death of persons in vehicle accidents while on University property.

Parking Permits

Only licensed and registered “street legal” motor vehicles may be operated on University property.

To park on property that is owned, leased or otherwise controlled by the University please register your vehicle at: https://embryriddle.t2hosted.com/cmn/auth_ext.aspx

Registration requires an ERRIE log-in and an image of your vehicle registration and insurance certificates, each saved as less than 500 kilobyte files.

Registration decals for student and contractors are valid for one year beginning September 1st of each year. Employee permits are valid for two years. Exceptions: Gold employee permits with a 2015 expiration date will expire in 2016.

You may register additional vehicles at no extra cost so long as all vehicles are operated or owned by you.

If you have registered a motorcycle for $20.00, and then wish to register an auto/truck, you will be asked to pay the additional $60.00 difference.

Affix your vehicle registration decal so that it’s visible on the lower right rear window of all vehicles.

If your vehicle has a convertible, soft, or removable top, or is a pickup with a topper please affix the permit on the passenger side of your front windshield.

Affix your permit to motorcycles and scooters in a visible position on the right front fork.

Display your temporary permit (printed as part of the online registration process) on the dashboard and visible from outside your vehicle until you affix your permanent parking permit.

ERAU registration decals are not transferable from one individual to another or from one vehicle to another.

If your permit is stolen, lost, or damaged you may apply at the Office of Campus Safety and Security, Building 14, for a replacement at no additional cost. If possible return any fragmentary portions of damaged permits when you apply for a replacement permit.

Bicycle owners are encouraged to register their bicycles using the online registration tool https://embryriddle.t2hosted.com/cmn/auth_ext.aspx

Affix your bicycle with the number visible on the seat support tube.

Temporary vehicle permits for visitors, guests, and vendors on campus for the day are available at the Office of Campus Safety and Security, Building 14.

A Temporary Handicapped Parking pass for a medical need may be requested from the Wellness Center at no additional cost.

Registration does not guarantee the availability of a parking space in a particular lot.

Registration Fees 2015-2016 Academic Year:

- Auto/Truck $80.00
- Motorcycle/Moped $20.00
- Bicycle No Charge

The cost of a student’s vehicle registration decal will be charged directly to the student’s Eagle Card account.

Twenty year employees may contact HR to arrange for a waiver of registration fees.

Non-ERAU employees/vendors and ROTC staff pay the annual fee at the Accounting office in Building 38 and bring their receipt to the Campus Safety & Security Office, Building 14, in order to register.

Fees for vehicles that are new to campus which are registered later in a term shall be pro-rated to the start of the nearest semester.

One semester remaining = 50% of the fee. Less than half a semester remaining or any part of the summer session only = 25% of the fee.

Fees are subject to adjustment on an annual basis.

Other Power Driven Mobility Devices

Other Power Driven Mobility Devices may be used indoors by persons who have been authorized by the Disability Support Services (DSS) Coordinator or the Wellness Center.