

Affix your decal to motorcycles and scooters in a visible position on **a front fork**.

Bicycle permits are free and do not expire, but they are mandatory. Please use the online registration tool https://embryriddle.t2hosted.com/cmnauth_ext.aspx to get your permit.

Affix your bicycle permit (**WHITE**) with the number visible on the **seat support tube or a front fork**.

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 Campus Safety & Security Office in 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.

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

Registration Fees 2017-2018 Academic Year:

- Auto/Truck \$100.00
- Motorcycle/Moped \$40.00
- Bicycle No Charge

The cost of a student vehicle decal is charged directly to the student's account.

Fees for student permits purchased during the school year will be pro-rated as follows:

- Fall semester 100% of the fee
- Spring semester 50%
- Summer session 25%

Non-ERAU employees, ROTC staff, and vendor's employees pay the annual fee at the Accounting office in Building 38 and bring their receipt to the Campus Safety & Security Office in Building 14 to receive their permit.

Employee permit fees are paid by payroll deduction.

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

Citations

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

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

Citation Fine Schedule

- Alter/Destroy/Unregistered Permit \$100
- Altered Handicapped Permit \$100
- Blocking Crosswalk \$20
- Blocking Fire Hydrant \$20
- Blocking/Impeding Sidewalk \$20
- Boot Immobilization \$50
- Careless Driving \$20
- Compact Parking \$20
- Disobeying Safety Officer Instructions \$50
- Disregarded Reserved Sign \$50
- Driving Off Roadway \$100
- Expired Permit \$100
- Failed to Stop \$20
- Fire Lane Parking \$50
- Handicapped Parking \$100
- Improper Display of Permit \$20
- Improper Parking \$20
- Moved Cone or Barricade \$50
- No Permit \$100
- Parking in Visitors Only space \$50
- Parking Prohibited Sign \$50
- Reckless Driving/Willful Damage \$50
- Unauthorized Parking Lot \$20

Repeat offenses will result in the assessment of the escalating fines:

- First ticket = fine for the violation.
- Second ticket = fine for the violation + \$25.
- Third tickets = fine for the violation + \$50 and a Boot Warning
- Fourth ticket = fine for the violation + boot immobilization fee of \$50 and an immobilizer "Boot" will be applied until accounts are settled.

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 permit fees and citation fines are paid

Chronic violation of traffic and parking regulations may result in referral to the Student Conduct system, Human Resources, or Contract Administration and may result in revocation of parking/driving privileges for the remainder of the term or for the academic year.

Student fines are charged to your student account at the Cashier's office.

Employees and contractors may pay their fines at the Accounting Office in Bldg. 38 within thirty days. Failure of employees or contractors to pay their fine within thirty days may result in their supervisor (or employer in the case of contractors) being notified of the delinquent charge.

If a faculty/staff fine remains unpaid after your supervisor brings it to your attention, you may be subject to additional corrective action, including revocation of on campus parking privileges.

If you misplace your citation, you may obtain a copy from the Safety & Security office.

If you believe your citation was issued in error you may appeal it by visiting the Vehicle Citation and Permit Decal Portal https://embryriddle.t2hosted.com/cmnauth_ext.aspx and following the directions there.

If you are not satisfied with the Director's decision regarding your appeal you may request a hearing with the Citation Appeals Review Board of the Traffic & Parking Committee. Meetings of the Citation Appeals Review Board are scheduled as needed.

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

If your guest receives a citation please complete the details on the back and return it to the Campus Safety & Security Office in Building 14.

Remember:

**Drive Carefully, Park Thoughtfully.
It's All We Ask...**



2017-2018 Traffic & Parking Regulations



**Safety & Security Department
Building 14
3700 Willow Creek Road
Prescott, AZ 86301
prsafety@erau.edu
928-777-3333**

Welcome to Embry-Riddle Prescott

Drive Carefully, Park Thoughtfully. It's All We Ask...

The purpose of our traffic and parking regulations are to protect the safety of all persons on our campus and to support the University's efforts to maintain an orderly and productive learning community.

Driving Carefully

Pedestrians have the Right of Way at all times.

You must have a current driver's license to operate a motor vehicle on campus.

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

Please drive your motor vehicle only on paved surfaces and park only in marked spaces.

The speed limit in parking lots is 5 mph. The speed limit on campus roads is either 15 or 25 mph, as marked.

Please abide by all temporary traffic controls, Safety Officer instructions, or signals.

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

Parking Thoughtfully

The **Visitor Only Parking** area in Lot G outside the Visitor Center (Building 41) is for the use of guests of the University only.

Do not to block sidewalks with your vehicle, truck bed, or towing hitch. Over long vehicles are encouraged to park in Lots **F** or **F Overflow**.

Do not park full size or oversize vehicles in spaces designated for **Compact Cars Only**. "If you don't fit, don't park." Over long vehicles are encouraged to park in Lots **F** or **F Overflow**.

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

A current, properly displayed ERAU vehicle registration decal allows you to park in designated parking lots:

Resident Student (**GREEN**) decals may park in Lots **F, I, J, M, M1, N,** and **O**.

Commuter Student (**YELLOW**) or Employee (**BLUE**) decals may park in Lots **B, C, D, E, F, F Overflow, G,** and **N**.

Employee decals (**BLUE**) may park in Lots **A, A1, H, K, L, N,** or **X**.

Any ERAU permit holder may use parking Lots **F, Q, R, S,** & **T**.

You may only park motorcycles and scooters (**SILVER**) in any marked motorcycle space, in any lot.

If you have a government issued handicapped placard or license plate you may park in any handicapped space on campus, regardless your parking permit type.

The Wellness Center in Building 43 can issue you Temporary Handicapped Parking pass for a temporary medical need. This pass is valid only on campus.

If you wish to leave a registered vehicle on campus for an extended period please register at the Campus Safety & Security Office in Building 14. Due to the number of available parking spaces we are unable to accommodate the storage of spare vehicles on campus.

Vehicle maintenance, such as oil changes, mechanical work, or body repair is prohibited on the campus.

Do not bring vehicles or vehicle parts into any University building for storage, cleaning, or repair.

Do not store spare parts, wheels, tires, or vehicle maintenance equipment in parking lots or in adjacent landscaping.

A vehicle may be towed from campus if it is parked in a fire lane, blocking a fire hydrant, blocking other vehicles or pedestrian crosswalks, blocking access to a dumpster or loading area, is judged abandoned, or constitutes a hazard. Vehicles are towed at the sole expense of the owner/operator of the vehicle.

Parking of RVs or camper trailers on campus may be approved for brief family visits by registering with the Campus Safety & Security Office in Building 14. Otherwise, no person may sleep in or remain overnight in any vehicle on University property.

Temporary parking of trailers on campus may be approved for moving in or moving out by speaking with the Safety & Security Office (Building 14). Due to the number of available parking spaces we are unable to accommodate storage of personal trailers on campus.

Please lock your vehicle when not in use. Store valued items out of sight or in the trunk.

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.

Bicycles

You may ride bicycles and other forms of non-licensed wheeled transportation, such as skateboards, long boards, razors, or roller blades, outdoors on paved surfaces, but not indoors. Please operate these vehicles carefully and yield right of way to pedestrians.

We strongly recommend that you wear a helmet when operating these vehicles. If you operate a bicycle after dark on public roads you are required to have lights.

Please lock your bicycles only to the bicycle racks provided by the University. Bicycles attached to any other University property, such as handrails, furniture, trees, piping, or conduit, may be subject to removal at the owner's expense. Unregistered bicycles locked to bicycle racks at the end of spring semester will be removed by cutting the lock and donated to charity.

Other Power Driven Mobility Devices (OPDMD)

Persons with special mobility needs may operate *Other Power-Driven Mobility Devices* (OPDMD) inside ERAU buildings after documenting their need for such an accommodation.

Anyone using an OPDMD on campus is expected to drive sensibly and with caution. The speed limit is 5 mph in parking lots or on sidewalks. All operators are expected to remain on paved surfaces and use

crosswalks whenever crossing roadways. Please do not drive these vehicles across landscaped areas. As with all vehicles on campus, operators should avoid distractions while driving on campus.

Storage of electrically powered vehicles in residence hall rooms is permitted so long as they do not interfere with access to or egress from the room or suite. Do not park OPDMD in building stairwells, stair towers, corridors and ramps inside or outside of buildings, or in marked parking spaces.

Operating University Official Vehicles

ERAU employees and staff may operate University motor vehicles (cars, vans, trucks, & trailers) after meeting APPM requirements.

Operating other motorized equipment such as golf carts, gators, mules, quads, and other utility vehicles may be authorized after the staff member has completed the relevant training process.

Parking Permits

To request permission to park on University property please register your vehicle(s) at https://embryriddle.12hosted.com/cmn/auth_ext.aspx

Registration decals for students and contractors are valid for one year beginning September 15th of each year. Employee permits are valid for two years.

Beginning in 2017-2018, all students – **residential and commuter** – will pay the full permit fee for each vehicle they choose to register.

Employees and contractors may register additional vehicles they own at no extra cost. Dependents of employees who are students may not park in employee only (**BLUE**) parking lots.

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

Affix your vehicle registration decal to the outside of your window so that it is visible on the **lower left rear window** of your vehicle.

If your vehicle has a convertible, soft, or removable top, or is a pickup with a topper please affix the decal on the **driver side of your front windshield** on the outside of the glass.