



EMBRY-RIDDLE ***AERONAUTICAL UNIVERSITY***

Academic Year

2008-2009

Parking and Traffic

At

Embry-Riddle Aeronautical University

Prescott, Arizona

TRAFFIC AND PARKING REGULATIONS

I. PURPOSE

To provide rules and regulations governing the movement and parking of all vehicles using University owned, leased, or otherwise controlled property.

II. GENERAL

The following parking and Traffic Rules and Regulations have been adopted by EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, for the SAFETY of all people using the Prescott Campus facilities. Every person driving or parking a vehicle on University owned, leased, or otherwise controlled property must abide by all ERAU Parking and Traffic rules and Regulations as well as all local, county and state laws and ordinances.

1. VEHICLE REGISTRATION

A. All faculty, staff, eligible undergraduate students, and graduate students who wish to operate a vehicle on University owned, leased or **otherwise controlled property** must register that vehicle at the Safety Department Administration Building # 17B. Vehicles include, but are not limited to automobiles, vans, trucks, motorcycles, mopeds, and bicycles.

registration decal may be displayed on any vehicle.

B. All registration decals are valid for one (1) academic year beginning August 15th of each year.

G. Duplicate decals • An individual may register more than one vehicle.

C. A valid state vehicle registration, a current driver's license, and proof of insurance must be presented at the time a vehicle registration decal is issued. Motorcycle riders must also have a motorcycle endorsement on their license before they can register a motorcycle.

H. Annual Registration Fee;

TYPE

Auto/Truck-Student.....	\$35.00
Auto/Truck-Faculty/Staff.....	\$35.00
Motorcycle/Moped.....	\$ 5.00
Bicycle.....	NO CHARGE

D. The ERAU vehicle registration decal must be clearly visible and properly displayed on the lower right rear windshield (passenger side). Motorcycles and mopeds must affix the decal in a visible position on the right front fork. Bicycles must affix the decal, with number visible, on the seat support pipe.

The cost of a student's vehicle registration decal may be charged to the student's ERAU account. Faculty & Staff must complete a payroll deduction authorization. ROTC faculty & staff must pay the annual fee at the Accounts Receivable Office and present the receipt when registering the vehicle. Fees for vehicles registered midterm shall be prorated to the start of the nearest semester.

NOTE: Fees are subject to adjustment on an annual basis.

Revenue generated from all vehicle registration fees is deposited into a reserve account that provides funding for the upkeep, and maintenance of parking areas on University property.

E. A current, properly displayed ERAU vehicle registration decal allows parking in designated areas, according to the type of registration. Registration does not guarantee the availability of a parking space, but grants the privilege of parking in specified areas **WHEN SPACE IS AVAILABLE**.

I. Special Permits

F. ERAU vehicle registration decals are nontransferable from one individual to another or from one vehicle to another. Only one current

1. Handicapped Parking • Individuals who are disabled may make special arrangements to park in handicapped spaces. This may be accomplished by contacting Health Services for medical verification. This medical verification must be taken to the Safety Department where a temporary handicapped permit will be issued.

2. Temporary vehicle permits are available in the Safety Department. All traffic and parking regulations apply to holders of temporary permits.
3. Special permits are required to park in Dormitory Parking Lots. Dorm parking is reserved for resident's only. This permit may be issued during dormitory housing check-in. Vehicles parking in dormitory lots without the permit are subject to citations, fines booting or towing.
4. Special permits are required to park in Faculty Only areas. The Safety Department will issue these permits.

J. Lost Registration Permits:

1. You may apply to the Chief of Campus Safety for a replacement. You will receive forms to complete and instructions. Falsifying information or attempting to obtain a permit for use by other persons is a violation subject to a \$50.00 fine.

K. Periodic traffic stops are scheduled to check vehicles for registration compliance. To avoid delays when driving onto campus, proper decal display is required.

2. GENERAL TRAFFIC REGULATIONS

- A. All vehicles, including cars, trucks, vans, motorcycles, mopeds, bicycles and rollerblades, must yield the right-of-way to pedestrians.
- B. **Speed Limit** • The speed limit on campus is 15 MPH or 25 MPH as posted (we also have 10MPH zones) • the campus is radar patrolled. Parking areas are 5 MPH.
- C. All cars, trucks, vans, motorcycles, and mopeds are strictly prohibited on any campus sidewalk, unpaved pathway, field, lawn, or landscaped area.
- D. Bicycling and rollerblading are prohibited within 50 feet of all University facilities. Due care must be taken to ensure the safety of others while bicycling and rollerblading at all other outdoor locations on University property, and at all University sponsored or supervised activities. Bicycling and rollerblading inside university facilities is strictly prohibited at all times.
- E. All vehicles must travel **ONLY** in the direction indicated by traffic signs or markings on the roadway.
- F. Motorcycle/Moped operators and passengers must wear eye protection when the vehicle is in motion.
- G. When required, safety and traffic control barricades may be erected by authorized

personnel to direct pedestrian and vehicle traffic. Do NOT attempt to move or **bypass** these barricades.

3. GENERAL PARKING REGULATIONS.

- A. A parking space is designated by two (2) parallel lines for front-in or diagonal parking, and by a parallel line to the curb for parallel parking.
- B. The following parking rules must be observed at all times:
 1. **Motorcycle and Moped Parking** • Motorcycles and mopeds must be parked **ONLY** in areas designated for their parking.
 2. **Visitor Parking** • Visitors may park in designated spaces. Faculty, staff and students are prohibited from parking in visitor areas unless authorized by the chief of Campus Safety or his designee.
 3. **Handicapped Parking** • Handicapped individuals may park in handicapped spaces with authorized placards displayed. Faculty, staff and students are prohibited from parking in handicapped areas unless authorized.
 4. **University Vehicle Parking** • University vehicle parking spaces are located in various areas on University property. No person may park in the spaces reserved for University owned vehicles unless authorized by the chief of Campus Safety or his designee.
- C. Bicycles must be secured **ONLY to bicycle racks provided on University property or designated areas in the dorms.**
- D. Vehicles parking within a space shall not overlap the lines that designate that space. All vehicles shall pull forward into parking spaces. Vehicles leaving a parking space shall do so in a manner consistent with the flow of traffic. Only one vehicle may be parked in parking space at any one time.
- E. No vehicle may be parked next to a curb unless there is a designated parking space. Refer to Section 3A - (Definition of a parking space).
- F. Oversized vehicles, camping trailers, boat trailers, utility trailers and other towed systems **MAY NOT** be parked on University property unless authorized by the chief of Campus Safety.
- G. Vehicles may not be left unattended on University property for more than seven (7) consecutive days without the prior permission of the Safety Department. Persons desiring to leave vehicles on University property for extended periods, must receive permission from the Director of Campus Safety or his designee.

4. ENFORCEMENT

- A. Citations will be issued for violation of any traffic and parking regulations. Each individual is responsible for any violations attributed to his/her vehicle(s) regardless of who may be operating the vehicle. It is the responsibility of the individual to advise other operators of the vehicle of all rules and regulations.
- B. Lack of familiarity with the Parking and Traffic Rules and Regulations does not constitute a defense for failure to comply with any of the rules and regulations.
- C. Traffic citations may be mailed to a violator or placed on a vehicle after the violation occurred. This is done to avoid pursuit and is an accepted procedure on campus.
- D. Traffic citations may be issued when violations are observed and the witness has positively identified the vehicle involved. The witness must be willing to testify to the charge.
- E. All traffic regulations will be in effect 24 hours a day, 7 days a week.
- F. The Safety Department reserves the right to obtain information about the registered owner of a vehicle from the license plate or vehicle identification number of a particular vehicle.
- G. Vehicles without a current ERAU vehicle registration decal may be immobilized. The immobilizer will not be removed until the vehicle has been properly registered with the ERAU Safety Department.
- H. Vehicles may be towed from campus. For violating the following parking regulations.
 - 1. Abandoned Vehicles
 - 2. Fire Lane
 - 3. Unauthorized Parking
 - 4. Loading/Unloading Zones
 - 5. Tow-Away zones
 - 6. Landscaping
 - 7. Blocking Other Vehicles
 - 8. Blocking Trash Dumpster
 - 9. Handicap Parking

- I. ERAU Safety Officers may be required to give verbal instructions or directions, which may be contradictory to written regulations. These verbal instructions or directions must be followed. Examples of such situations are: emergencies, repairs of parking lots or roadways in progress, major events attracting high volumes of traffic, etc.
- J. State, County and City Law Enforcement Officers patrol the entrances and exits to the campus. Illegal entry or exit to the campus may result in citations being issued by these officials.
- K. ERAU full-time Safety Officers are assigned enforcement responsibilities along with all State, County, and City Law Enforcement Officials.
- L. The Chief of Campus Safety will deal with emergencies and special circumstances appropriately.

5. VIOLATIONS AND FINES

Overtime parking; no valid ERAU vehicle registration decal properly displayed.

FINE: \$10.00

Operating motorcycle/moped without eye protection; no current valid registration; driving the wrong way in one way lane; off-road driving; fail to stop at stop sign; careless driving; excessive speed up to 15 MPH over the posted limit; improper parking.

FINE: \$20.00

Unauthorized parking in a designated handicapped or Health Services parking space.

FINE: \$30.00

Unauthorized parking in a fire lane; falsely obtaining a permit; unauthorized display of a vehicle registration decal; excess speed 15MPH over the posted speed.

FINE: \$40.00

Reckless driving.

FINE: \$100.00

6. REPEAT OFFENDER PENALTIES

Penalties for the accumulation of tickets will be based on one calendar year.

- First and second tickets: appropriate fine(s) for the violation(s)
- Third ticket: appropriate fine(s) for the violation(s) plus a \$25.00 penalty.
- Fourth ticket: appropriate fine(s) for the violation(s), a \$50.00 penalty, and issuance of 30-day suspended driving privileges.

- Fifth ticket: appropriate fine(s) for the violation(s), a \$50.00 penalty, and a mandatory hearing with the Chief of Safety.
- A. If the vehicle immobilizer is removed by anyone other than a Safety Officer an additional \$50.00 fine and disciplinary action will result. If the boot is not returned, the owner of the immobilized vehicle will be charged \$400.00 replacement cost.
 - B. A cumulative record of all traffic and parking violations an individual acquires during the year will be maintained in the Safety Department
 - C. Repeated noncompliance of Traffic and Parking Rules and Regulations will result in disciplinary action from the Chief of Safety. This may include, but is not limited to additional fines, penalties, and suspension of driving privileges on University property, and/or towing.
 - D. Parking and traffic fines must be paid prior to the release of student records, diplomas, and certificates. Any student with outstanding fines will not be allowed to register for, or activate schedules for any succeeding semester or term.
 - E. *Parking and traffic fines are used to provide student scholarships. Information concerning scholarships is available in the Financial Aid Office.*

7. APPEAL

- A. To contest a traffic or parking violation the individual must appear before the Chief of Campus Safety within five (5) ERAU business days from the day the ticket was issued.
 - B. *Paying the fine* • all fines will be charged to the appropriate student account by University Cashier. Payment can be made in person or by mail. No violations will be considered clear until the correct amount is paid. If the violator loses his/her copy of the citation, he/she must obtain a copy from the Safety Office.
1. Unpaid Fines • Students who do not pay their traffic fines will have all academic and administrative processing of records suspended, information on class performance and grades withheld and registration, graduation and release of transcripts denied. Students are to pay fines at the Cashier's Office.
 2. Faculty/Staff Fines • If faculty/staff do not pay their traffic fines within thirty (30) days, their supervisor will be notified of the delinquent charge. If the fine remains unpaid after their supervisor brings it to their attention, they will be

subject to additional sanction or discipline, which may include termination. Faculty, Staff and non-students pay fines at the Accounts Receivable Office.

8. GENERAL

- A. 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.
- B. No person shall sleep in or remain overnight in any vehicle on University property.
- C. Vehicles of any kind containing merchandise or food offered for sale on University property are strictly prohibited
- D. Vehicle Maintenance:
 1. Vehicle washing is authorized **ONLY** in designated areas. Litter and debris must be properly disposed of in appropriate waste containers.
 2. Vehicle maintenance (i.e., oil changes, mechanical work, body repair, refueling of the vehicle, etc.) is **prohibited**. (Exception: maintenance of University owned vehicles in designated maintenance areas.)
 3. Vehicles or any parts thereof, may **NOT** be taken into any University building for storage, cleaning or repair. (Exceptions: University maintenance vehicles and repair of University owned vehicles in designated maintenance areas.)

9. DEFINITIONS OF VIOLATIONS

- A. *Improper parking* • Parking in areas not designated as parking spaces or improper positioning of a vehicle within a designated parking space.
- B. *Overtime Parking* • Parking for longer than 15 minutes in the 15-minute parking area.
- C. *Unauthorized parking in a designated area* • Parking in a designated parking space or lot for which the vehicle does not have a current, valid registration decal or temporary parking permit.
- D. *No valid ERAU vehicle registration decal properly displayed* • Not having a current, valid registration decal displayed in the proper location and manner on the vehicle.
- E. Operating a motorcycle/moped without eye protection.

- F. *Driving the wrong way in a one-way lane* • Driving the wrong direction on a roadway or traffic lane that has been designated for a particular direction.
- G. *Failure to stop at a stop sign* • Failure of a vehicle to come to a full and complete stop when approaching an intersection on a roadway or traffic lane that is controlled by a stop sign. Before entering the intersection the vehicle shall yield the right-of-way to other vehicular and pedestrian traffic as appropriate.
- H. *Failure to follow the instructions/directions of a Safety Officer* • Failing to follow the verbal or written orders. Also failing to yield to emergency vehicle.
- I. *Standing in a fire lane* • an attended vehicle stopped in a designated fire lane for purposes other than momentarily loading or unloading passengers.
- J. *Careless driving* • Failing to operate a vehicle in a careless and prudent manner, having regard for the character of the roadway and all other circumstances, so as to not endanger the life, limb, or property of any person.
- K. *Reckless driving* • Operating a vehicle with willful or intentional disregard of persons or property.
- L. *Unauthorized parking in a handicapped space.*
 - Parking in a designated handicapped space without a current, valid handicapped permit displayed on the vehicle, or misuse of another's permit.
- M. *Parking in a fire lane* • An unattended vehicle stopped in a designated fire lane.
- N. *Unauthorized display of vehicle registration decal*
 - No person shall have on, or in his/her vehicle any lost, stolen, improperly issued, fictitious or altered current ERAU vehicle registration decal.
- O. *Excessive Speed* • Speed in excess of the posted speed limit.
- P. *Off Roading* • Driving any vehicle off the normal roadway, which includes unpaved service roads.

OTHER SERVICES OFFERED BY SAFETY DEPARTMENT

Operation Identification:

Operation Identification is the engraving of your valuables with your I.D. number to deter burglars and also to prove ownership should the article be stolen and recovered by the police. Valuables that cannot be

marked such as; silver, china, coins, etc. should be photographed with a complete description of the article on the back of the photo. Suggested items for marking; bicycles, TV's, stereos, tape recorders, cameras, calculators, clocks, watches, sports equipment, etc.

Lost and Found:

Located at the campus Safety Office in bldg. 17B. Many lost items are turned in and never claimed. Be sure to inquire if you lose something on Campus. Please leave lost article information with dispatcher in Bldg. 17B to log in records.

Silent Witness:

Report a crime by addressing a letter to **Silent Witness ERAU, Box 7000, Prescott, AZ**. You can mail any correspondence in the intercampus mail drop. Sign the information with a fictitious name of your course and any 4-digit number. When a reward is offered for your information, you will be contacted by a posted request at the mailroom bulletin board using just your code name. The amount of the reward will be determined by the severity of the crime. **WITNESS'S IDENTITY WILL REMAIN CONFIDENTIAL.**

Escort Service:

Escort after hours may be arranged by telephoning the Safety Department or Officer on duty. Phone- (777-3739) or the Answering Service (777-6671). If you are calling from a campus phone, only the extension is necessary. (Last four (4) numbers)

Vehicle Jump-Start:

This service is available by request. Call Safety at Ext. 3739. A waiver must be signed.

Weapons:

It is a violation of campus policy to have; Firearms, Ammunition, Airguns, Simulated weapons, Paintball guns, Fireworks/Explosive Substance Devices, Bows, Slingshots, Dangerous Knives, Machetes, Dangerous Chemicals.

Other Tips:

**Report theft and accidents to Campus Safety. Insurance agencies often require Campus Security reports when you make a claim.

Important Phone Numbers

ERAU SAFETY.....0 or 3739
After hours.....777-6671
YAVAPAI COUNTY SHERIFF.....771-3260
PRESCOT POLICE.....445-3131
ARIZONA HIGHWAY PATROL.....445-0118
AMBULANCE.....445-3811
HOSPITAL.....445-2700
EMERGENCY.....911

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