

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

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/cm/aut\\_ext.aspx](https://embryriddle.t2hosted.com/cm/aut_ext.aspx) to get your bicycle permit.

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

Embry-Riddle 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 Fees 2019-2020 Academic Year:

- Auto/Truck \$120.00
- Motorcycle/Moped \$60.00
- 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%

If you graduate mid-year you may apply for a refund when you submit your graduation paperwork.

Employee permit fees are paid by payroll deduction.

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

Non-employees, ROTC staff, and contractor'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.

#### Citations

You are personally responsible for any moving violation, parking citation, personal 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 emailed to your ERNIE account after the violation occurs, depending on the circumstances. If you misplace your citation, you may obtain a copy from the Campus Safety & Security office.

#### Citation Fine Schedule

- Alter/Destroy/Unregistered Permit \$120
- Altered Handicapped Permit \$100
- Careless Driving \$20
- Disobeying Safety Officer Instructions \$50
- Disregarded Reserved Sign \$50
- Expired Permit \$120
- Fire Lane Parking \$50
- Handicapped Parking \$100
- Improper Display of Permit \$20
- Improper Parking \$20
- No Permit \$120
- Parking in Visitors Only space \$50
- Parking Prohibited Sign \$50
- Providing Unregistered Permit to Another \$120
- Reckless Driving/Willful Damage \$50
- Vehicle Maintenance Prohibited \$20
- Vehicle Spilling or Leaking Fluids \$50

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 outstanding permit fees and citation fines are paid.

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 Building 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. Unpaid employee fines will be paid by payroll deduction.

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.

If you believe your traffic or parking citation was issued in error you may submit an appeal in writing within ten (10) University business days of the date on the citation. Prepare an email to [bradym3@erau.edu](mailto:bradym3@erau.edu) describing:

- Citation number
- Nature of the violation as stated on your citation
- Why you believe the citation was issued in error

If you are not satisfied with the Director's decision regarding your appeal you may request a hearing with the Citation Appeals Review Board (CARB) at the next scheduled open meeting of the Student Government Association (SGA). The board is composed of the members of the Traffic & Parking Committee and members of the SGA in attendance. The Board will evaluate your citation and the Director's response and uphold, revise, or dismiss the citation on a simple majority vote. You may present your case personally or in writing. You need not be present for your case to proceed.

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 of the ticket and return it to the Campus Safety & Security Office in Building 14.

**Please,  
Drive Carefully and Park Thoughtfully.  
It's all we ask.**



## 2019-2020 Traffic & Parking Regulations



**Campus Safety & Security  
Building 14  
3700 Willow Creek Road  
Prescott, AZ 86301  
[prsafety@erau.edu](mailto:prsafety@erau.edu)**

## Welcome to the Embry-Riddle Prescott Campus!

### Please Drive Carefully

Yield Right-of-Way to pedestrians at all times.

Mobile communication devices may only be operated in a "hands free" mode while driving on campus.

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

Drive only on paved surfaces and park only within marked parking spaces.

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

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

Only licensed and registered motor vehicles are permitted on University property.

Ignorance of the Traffic and Parking Regulations does not constitute a defense for failure to comply with the rules. If you have questions call 928-777-3333.

### Please Park Thoughtfully

A current, properly displayed Embry-Riddle vehicle registration decal is required to park on campus.

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

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 block sidewalks or the drive lane with your vehicle, truck bed, or towing hitch. Over-sized vehicles may park in Lot **F**. "If you don't fit, don't park."

Temporary vehicle permits for visitors, guests, and vendors on campus for the day are available at the Campus Safety & Security Office in Building 14, 24 hours a day, seven days a week.

Please park only in your designated parking lots:

Only vehicles with a Resident Student (**GREEN**) decal may park in Lots **I, J, M, M1, & O**.

Vehicles with a Commuter Student (**YELLOW**) decal may only park in Lots **B, C, D, E, F, F Overflow, G, & N**.

Only vehicles with Employee decals (**BLUE**) may park in Lots **A, A1, H, H1, K, or L**. Employees may also park in Lots **B, C, D, E, F, F Overflow, G, & N**.

Anyone with a current, properly displayed Embry-Riddle vehicle registration decal may park in Lots **F, N, Q, R, S, & T**.

Registered motorcycles and scooters (**SILVER**) may only park in marked motorcycle spaces, but in any lot.

Only Sodexo personnel and authorized University vehicles may park in Lot **Z** behind Earhart's (Building 45).

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 73 can issue you Temporary Handicapped Parking pass for a temporary medical need. This pass is valid only on campus.

You may park in the Wellness Center Patient Only parking spaces in Lot **N** only while receiving services at the Wellness Center.

You may park in the Counseling Center parking spaces in Lot **N** or in the Building 46 turn-out only while receiving services at the Counseling Center.

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 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 (24/7). 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. Due to the number of available parking spaces we are unable to accommodate storage of personal trailers on campus.

We recommend you 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, razors, or roller blades, outdoors on paved surfaces, but not indoors. Please operate these conveyances carefully and yield Right-of-Way to pedestrians at all times.

If you operate a bicycle between sunset and sunrise on campus you are required to have a white front light and a red rear light.

Gasoline-powered bicycles are permitted only on campus roads, not sidewalks.

We strongly recommend that you wear a helmet when operating these vehicles.

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 only operate *Other Power-Driven Mobility Devices* (OPDMD) inside Embry-Riddle buildings after documenting their need for such an accommodation.

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.

### Parking Permits

Please register your vehicle(s) at [https://embryriddle.t2hosted.com/cmn/auth\\_ext.aspx](https://embryriddle.t2hosted.com/cmn/auth_ext.aspx)

Registration decals for students and contractors are valid for one year beginning September 15<sup>th</sup> of each year. **There is no "grace period."** Employee permits are valid for two years.

All students – **residential and commuter** – must pay the full permit fee for each vehicle they choose to register.

Residential students may register **only one** car or truck. Residential students may also register one motorcycle.

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 and should use general parking lots **B, C, D, E, F, F Overflow, G, & N** only.

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.