

2006-07 Parking Regulations

THE UNIVERSITY OF TULSA

F FACULTY
S STAFF
C COMMUTER
R RESIDENT
A APARTMENT
PARKING

TOW AWAY ZONE

VEHICLES WITHOUT VALID
PERMIT MAY BE REMOVED
AT OWNERS' EXPENSE.
FOR RELEASE CALL SECURITY.

University of Tulsa 2006-2007 Traffic and Parking Regulations

**With Accompanying Information
About Bicycle Regulations,
ID Card Policy, and Services
of the ID/Parking Center**

The University of Tulsa Main Campus is located at 600 South College Avenue. Some faculty and graduate research offices are located at the North Campus, 2340 East Marshall. These regulations apply to both campuses.

The intent of these traffic regulations is to minimize traffic congestion on University parking lots and streets and to provide maximum utilization of the parking spaces. The purpose of enforcement of these regulations is to prevent traffic accidents, to expedite the flow of traffic, and provide safe and secure parking.

Traffic and Parking Regulations

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General Information

There are signs at the entrances to each University-owned and controlled parking lot and street that indicate who may use the parking and any time restrictions. Parking on these lots and streets is provided for authorized vehicles in safe operable conditions. Any unauthorized, abandoned, disabled or unsafe vehicle, even if registered with the University and bearing a current parking permit, is subject to removal. The expense of removing and storage of any vehicle will be the responsibility of the owner.

The map in this brochure indicates the location of University-owned and controlled parking lots and streets. The legend with the map identifies authorized usage. The map is not intended as an official list of all parking locations as the University campus is constantly changing. Drivers should observe the parking designations that appear at the entrance of each parking area or along the street.

The University reserves the right to close, use, or restrict parking on any University-owned or controlled street or parking lot for maintenance, repair, special events, meetings and athletic events.

The director of security will be responsible for approving and coordinating incidents requiring the closure, use, or restriction of these streets and parking lots during the course of the year. Under no circumstances should any individual, organization, department, or group designate University parking spaces for purposes other than as intended in this policy document.

User Responsibilities

Enrollment in and/or employment by The University of Tulsa is deemed to constitute an acceptance of all rules and regulations of the University, including traffic regulations that apply to all vehicles (registered and unregistered) that may be driven on University property.

The owner/registered permit holder of any vehicle that is driven or parked on University of Tulsa property will be held responsible for violations of these regulations. Each permit holder is responsible for all violations and charges made against the holder's permit number, regardless of the identity of the driver.

Motor Vehicle Registration

All students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who park motor vehicles on University of Tulsa property must register the vehicles with the ID/Parking Center, 2821 East 8th Street, Twin Towers Hall.

Upon registration, a parking permit will be issued that must be permanently affixed (with its own adhesive) to the registered vehicle on the inside, lower portion, passenger side of the front windshield. Permits may not be placed behind the tinted part of the windshield.

For motorcycles/moped/scooters, the permit must be attached to the right-hand (as sitting on a bike) upper arm of the cycle's right front fork. (Be careful to apply so fork will mechanically function.)

For the permit to be valid, it must be firmly and entirely affixed. If the permit has been purchased but is not properly affixed to the vehicle, it will be considered the same as a “no-permit” violation.

Faculty and staff (part-time, full-time, day and evening) have the option of purchasing a hanging parking permit in lieu of the permanently affixed parking permit. Student (resident, commuter and apartment) requests for hanging parking permits will be reviewed by the director of Campus Security and approved on an as-needed basis. Only those hanging parking permits issued by the University will be recognized as being valid. Hanging permits must be attached to the rear view mirror and fully visible from the outside of the vehicle when parked on University of Tulsa property.

Hanging tag blanks cannot be reused but must be purchased new each year. Requests for exception should be in writing and submitted by e-mail to the ID/Parking Center.

Parking permits are nontransferable (to another vehicle or another person) and must be removed from the vehicle under the following conditions:

1. Change of vehicle ownership.
2. Termination of association with the University.
3. Permit expiration.

(All permits expire August 15th of each year.)

4. Improper placement of parking permit.

If a registered vehicle is replaced by another vehicle or the parking permit has been improperly affixed to the vehicle, the parking permit will be replaced by the ID/Parking Center without charge if a sufficient amount of the parking permit is removed and returned for identification.

Although the University has used its best efforts to provide adequate parking space, the parking permit does not guarantee a parking space on a University parking lot or street. Inability to locate a vacant parking space in a particular parking lot or University-controlled street is not justification for illegal or incorrect parking. If a vacant parking space cannot be found, a space may be located on city streets adjacent to the campus within a reasonable walking distance.

Registration Fees

Only vehicles belonging to one person, or dependent thereof, may be registered for one fee. If more than one vehicle is registered, the registrant will be required to prove ownership of the vehicles by submitting legal titles or insurance verification forms. The make, year, and model of the vehicle, as well as the license number and state where the vehicle is titled, are required to register vehicles with the University. Parking permit costs are listed below:

- Hanging automobile parking permit.....\$40
- Permanently affixed automobile parking permit.....\$30
- Additional permanently affixed automobile parking sticker.....\$4
- Motorcycle or Moped permanently affixed parking permit.....\$10
- Additional Motorcycle or Moped permanently affixed parking permit\$4
- Bicycle permit.....no charge

Parking permits are valid from August 15 to August 15 of the following year. Fees are pro-rated throughout the year for those who do not need to park on University property or require a parking permit until later in the academic year. Only the ID/Parking Center is authorized to print and distribute parking permits of any kind. Departments with special needs should coordinate with the Center.

Refunds

If a student or a University employee purchases a parking permit at the beginning of the academic year at the regular fee and withdraws from classes, graduates midterm, leaves the University or terminates employment with the University, that person becomes eligible for a partial refund.

This refund will be made only if a sufficient amount of the issued permit (decal) is removed from the vehicle and returned to the ID/Parking Center for identification.

Refunds will only be honored for those requests made before January 31. This is not an automatic procedure.

Temporary Permits (up to 10 days) for Current Permit Holders

As a convenience to current permit holders, temporary permits for unregistered vehicle are available from the ID/Parking Center at no cost. Temporary permits are issued for no more than two weeks. Temporary permits cannot be used to avoid vehicle registration.

Permits for Short Courses, Workshops, Conference Meetings and Visitors Associated with the University

Anyone planning short courses, workshops, or meetings to which persons from off campus are invited should notify the ID/Parking Center of the location of the event and the number of vehicles involved. This notification must be made at least two weeks prior to the event so that permits may be issued. The parking fee for these events is \$1 for each day the permit is to be used. Maximum fee: \$10/permit.

Visitor Parking

The University of Tulsa welcomes visitors to its campuses. A visitor is anyone who needs to visit campus and park a vehicle for up to 10 days and is not enrolled in or employed by The University of Tulsa. If a vehicle is being used to transport a student to and from class, or an employee to and from work, regardless of the driver, it cannot be considered a visitor vehicle if it is parked on University property.

Visitors are expected to observe all traffic signs and regulations. If a bona fide visitor receives a traffic citation for not having a parking permit, the visitor should sign the

citation and drop it in any mailbox so the records can be verified and cleared. Citations issued to registered vehicles (vehicles with parking permits) cannot be signed as a visitor.

Visitors needing to be on campus 10 or more days but less than 30 days, will need to provide written verification of their association with the University and will be charged as in the section: *Permits for Short Courses, Workshops, Conference Meetings and Visitors Associated with the University.*

Handicapped Parking

The University of Tulsa provides spaces throughout the campus for the parking needs of persons with disabilities. In the case of visitors, The University honors any government-issued disability permit or license plate that is visibly displayed on a vehicle. Students and employees with physical restrictions should register for and display a University of Tulsa Handicap Parking Permit.

Guests to the campus with a disability permit or license plate may park in any marked parking space, including those spaces designated for handicap parking, as long as the disability permit or license holder is in possession of the vehicle.

Provisions to these regulations allow the University to issue either a temporary or permanent University of Tulsa Handicap Parking Permit to any student, faculty, or staff member with sufficient proof of a disability. Temporary disability permits may be issued with written authorization from a physician and are issued with an expiration date. Permanent disability permits are issued only to persons with a state-issued license plate, permit or state-issued disability card. Proof of disability accepted include: state-issued handicapped hangtag, physician signed application for state hangtag (previous to mailing into the state) or a letter/request from the attending physician.

Vehicles that display a valid University of Tulsa Handicap Parking Permit may park in any properly marked parking space on campus, as long as the permit holder is in possession of the vehicle.

Permits or licenses plates denoting disability do not permit anyone to park in "Fire Zones," "No Parking Zones," "Loading Zones," or those parking spaces and parking lots that have been marked reserved or restricted such as "event parking."

Abandoned, Disabled and Inoperable Vehicles

Abandoned, disabled or inoperative vehicles that are parked on University-owned and controlled streets or parking lots must be reported immediately to the Department of Campus Security. Temporary parking arrangements may be approved by the director of Campus Security (or his designee), not to exceed 120 consecutive hours (5-days), provided that the vehicle does not create a hazard.

Repair work on vehicles involving removal of major parts or the changing of oils and/or fluids is prohibited.

Boats, Trailers and Recreational Vehicles

Temporary parking arrangements may be approved by Campus Security for a designated space on a University-owned and controlled street or parking lot; provided that the owner has a vehicle currently registered with the University and has been issued a current parking permit.

Motorcycle, Moped and Motorized Scooter Parking

Motorcycles, mopeds, and motorized scooters may be parked on concrete pads near bicycle racks or in established parking spaces. Under no circumstances should these vehicles be driven on sidewalks or grass areas to access the concrete pads near bicycle racks.

Parking Locations

Resident Student Parking – Only (Lots and Streets)

The following University-owned and controlled parking lots and streets are reserved for Resident Students with current parking permits:

Lots:

- Gary Place Lot
- Twin Towers West Lot

Streets:

- 5th Place (between Florence and Gary Place)
- 7th Street (between Gary Avenue and Gary Place)
- Gary Avenue (between 7th Street and 8th Street)

Apartment Student Parking – Only

The parking areas located around University-owned apartment complexes are reserved for Apartment Residents with a current parking permit.

Limited open and visitor parking is available on the outer perimeter of the University West Apartments and a limited amount of Faculty, Administrative Professionals and Staff permit parking is available at the east end of the University Square South Apartment complex lot.

Commuter Student/Faculty/Staff Parking Lots

The following University-owned and controlled parking lots are reserved for Commuter Students, Faculty, Administrative Professionals and Staff with current parking permits:

- 4th and College
- Keplinger Lot
- Mabee East Lot (south end)
- Reynolds Center
- McFarlin Lot
- ACAC Lot (east side)
- Harvard Lot
- Law School Lot
- North Campus Lot

When classes are in recess, these lots will be open to Resident and Apartment Students with current parking permits. These lots are also open to Resident and Apartment Students with current parking permits between the hours of 5:30 p.m. and 7:00 a.m. on weekdays and all day on weekends and holidays.

Resident Student/Faculty/Staff Parking Lots

The following University-owned and controlled parking lots are reserved for Resident Students, Faculty, Administrative Professional, and Staff with current parking permits

- Delaware Lot
- LaFortune Lot
- University Square South Apartments (east end)
- McFarlin Lot (south end)
- Mabee East Lot (north end)

Faculty/Staff Parking Lots

The following University-owned and controlled parking lots are reserved for Faculty, Administrative Professionals and Staff with current parking permits from 7:00 a.m. until 5:30 p.m., weekdays:

- Harwell Lot
- Holmes Center Lot
- University Square South Apartments (east end)

Current Apartment, Commuter, and Resident Student parking permits will be honored in these locations between the hours of 5:30 p.m. until 7:00 a.m. on weekdays and all day on weekends and holidays.

Faculty/Administrative Professional Parking Lots

The following University-owned and controlled parking lots are reserved for Faculty and Administrative Professional with current parking permits from 7:00 a.m. until 5:30 p.m., weekdays:

- Lorton Lot
- Mabee West Lot
- Phillips Lot

Current Staff, Apartment, Commuter, and Resident Student parking permits will be honored in these locations between the hours of 5:30 p.m. and 7:00 a.m. on weekdays and all day on weekends, and holidays.

Open Parking

The following University-owned and controlled parking lots and streets are designated “Open Parking.” However, a current parking permit is required for all students (resident, commuter, and apartment), faculty, administrative professionals, and staff (part-time, full-time, day, and evening) who park at these locations. A permit is not required for University guests, visitors and trustees.

Lots:

- 10th Street Lot
- Delaware Lot (outer perimeter)
- University Square West Apartments (outer perimeter)
- University Methodist Church (U.M.C.) Lot
(weekday only, not available Saturday or Sunday)

Streets:

- 5th Street (between Harvard and Gary Place)
- College Avenue (between 7th and 8th Streets)
- Gary Avenue (between 4th Place and 5th Place)
- Evanston (between 7th and 8th Streets)

- Evanston (between 3rd Street and 4th Place)
- Florence (between 7th and 8th Street)
- Florence (between 5th Street and 5th Place)

University Guest Parking

The following University-owned and controlled parking lots are reserved for University guests, visitors, trustees and university service vehicles:

- ACAC Lot (south side)
- Delaware Lot (outer perimeter)
- University Square West Apartments (outer perimeter)
- Other campus locations as designated by signs

Unless otherwise reserved, vehicles displaying current University parking permits will be allowed to park in the ACAC. Visitor Lot between the hours of 5:30 p.m. and 7:00 a.m. on weekdays and all day on weekends, and holidays.

Parking Regulations & Penalties

All parking regulations are in effect at all times and apply to all students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who park motor vehicles on University of Tulsa-owned or controlled parking lots, streets or property.

It shall be the duty and responsibility of Campus Security officers, or those designated by the director of Campus Security, to enforce all regulations applicable to this policy and to issue warnings, citations and/or bring charges of student or employee misconduct against violators.

Parking Permit Violations

All students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who park motor vehicles on University of Tulsa property must register the vehicles with the University and obtain a parking permit. The permit must be properly attached or displayed on the registered vehicle. Vehicles parked in violation of this regulation are subject to towing at the owners expense and without prior warning.

- A. Falsifying information to obtain a parking permit: \$50
- B. Knowingly affixing a parking permit to a vehicle other than the one to which it was assigned: \$50.

- C. Parking a vehicle on University-owned or controlled property that is not currently registered.
(No Permit or Expired Permit): \$50.
- D. Parking a vehicle on University-owned or controlled property with the parking permit improperly affixed to the vehicle: \$5.

Parking within or upon Designated Fire Lanes

No person shall stop, stand, or park any vehicle within or upon a designated fire lane. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning. This violation is also subject to ticketing by the City of Tulsa.

- A. Parking in a designated fire lane or zone: \$100.

Restricted Parking Area Reserved for the Physically Disabled

No person shall stop, stand or park any vehicle in a parking space, wheelchair ramp, wheelchair unloading area or any portion thereof that has been designated a handicap zone, unless the vehicle displays a valid State Handicap Parking Permit, numbered license plate bearing the international wheelchair symbol or a valid University of Tulsa Disabled Parking Permit. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning. This violation is also subject to ticketing by the City of Tulsa.

- A. Parking in a designated handicap zone: \$100.

Designation of Parking Areas

The University of Tulsa will designate all areas of campus that are intended for the parking of motor vehicles and who may use these parking areas. Parking will be restricted in whole or in part to those vehicles bearing an authorized valid permit for the designated area. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- A. Parking in an unauthorized parking lot or street: \$25.
- B. Parking in a visitor lot or parking space designated for visitor parking only: \$25.
- C. Falsely signing a parking citation as a visitor: \$50.

Parking Blocking Trash Dumpster Access

No person shall stop, stand or park a vehicle in front of, or in a manner that obstructs or blocks free access to a trash dumpster. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- A. Parking in a manner that blocks or obstructs a trash dumpster: \$50.

Parking in Alleys

No person shall at any time stop, stand or park a vehicle in an alley at any time except for the loading of materials, and not then unless such loading or unloading can be accomplished without blocking the alley to the free movement of traffic. Such parking should not interfere with or obstruct the operation of a fire escape, and not take over fifteen (15) minutes in total time. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- A. Parking in an alley: \$25.
- B. Blocking an alley: \$25.

Parking in Loading Zones/15 Minute Parking Zones

No person shall stop, stand or park a vehicle in a loading zone for any purpose other than for the expeditious loading, unloading, delivery, and pickup of materials or passengers for a time exceeding 15 minutes. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Parking longer than 15 minutes in a loading zone: \$25.

Fifteen (15) minute courtesy zones are provided in some areas of campus to allow short-term parking for conducting business and other transactions. No person shall stop, stand or park a vehicle in a 15-minute parking zone in excess of the allotted time. Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Overtime parking in a 15-minute zone: \$25.

Parking Prohibited in Specified Places, No Signs Required

No person shall at any time stop, stand, or park a vehicle (except in compliance with the direction of a Police Officer, Campus Security Officer or traffic-control device) in any of the following places:

- A. On a sidewalk: \$25.
- B. In front of a driveway or within three (3) feet thereof: \$25.
- C. Within 10 feet of a fire hydrant: \$25.
- D. On a crosswalk or within 10 feet thereof: \$25.
- E. Within an intersection: \$25.
- F. Within a 20 foot approach to any stop sign, yield sign, or other traffic control sign: \$25.
- G. On the roadway side of any vehicle stopped or parked at the edge or curb of the street (double parking): \$25.
- H. At any location other than within a marked stall or parking place: \$25.
- I. On unpaved or grassy areas: \$25.
- J. In the opposite direction of traffic on a street: \$25.
- K. In any manner where the vehicle is not parallel to and within twelve (12) inches of the curb or roadside edge: \$25.
- L. On any area between the curb and the sidewalk (parkway): \$25.

Vehicles parked in violation of these regulations are subject to towing at the owners expense and without prior warning.

Motorcycle, Moped and Motorized Scooter Parking

Motorcycles, mopeds, and motorized scooters may be parked on concrete pads near bicycle racks or in established parking spaces. Under no circumstances should these vehicles be driven on sidewalks or grass areas to access the concrete pads near bicycle racks. Motorcycles, mopeds and motorized scooters parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Unauthorized motorcycle, scooter or moped parking: \$25.

Parking for Certain Prohibited Purposes

No person shall park a vehicle upon any University-owned or controlled street or parking lot for the principal purpose of:

- A. Displaying such vehicle for sale: \$25.
- B. Displaying such vehicle for advertising a product: \$25.
- C. Washing, repairing, changing oils or fluids,
(except repairs necessitated by an emergency): \$25.

Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

Abandoned, Disabled and Inoperable Vehicles

No person shall park any vehicle which is inoperable upon any University-owned or controlled street or parking lot for a period longer than 120 consecutive hours (five days). Vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Parking a disabled or unused vehicle on university property: \$25.

Parking of Boats and Trailers

No person shall park any boat or trailer that is detached from the primary tow vehicle upon any University-owned or controlled street or parking lot without the approval of the Director of Campus Security. Vehicles and trailers parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Parking a boat or trailer on university property without prior approval: \$25.

Parking Recreational Vehicles (Motor Homes and Travel Trailers)

No person shall park any motor home or detached travel trailer any University-owned or controlled street or parking lot without the approval of the director of Campus Security. Recreational vehicles parked in violation of this regulation are subject to towing at the owner's expense and without prior warning.

- Parking a recreational vehicle or travel trailer on university property without prior approval: \$25.

Unattended Motor Vehicles

No person driving or in charge of a motor vehicle shall allow or permit it to stand unattended without first stopping the engine, locking the ignition and removing the key.

Upon finding any vehicle in violation of this regulation, Campus Security Officers are empowered by the University to remove the key from the vehicle and impound it at the Security Office for safekeeping. The owner, or person in charge of the vehicle, may claim the key after providing proof of ownership or authorization of use for the vehicle.

- Leaving the ignition key inside a unattended motor vehicle: \$25.

Habitual Parking Violator

Designation as a Habitual Parking Violator occurs after five (5) parking citations have been issued to the same person or parking permit within an academic year. Vehicles that are *improperly parked* by Habitual Violators are subject to towing at the owners expense.

Upon issuance of the fifth parking citation, The Department of Campus Security will provide written warning to the registered parking permit holder (or the person in possession of an unregistered vehicle) that they have been designated as a Habitual Parking Violator and that their vehicle is subject to being towed upon any subsequent violations.

Once designated a Habitual Violator, the status remains in effect for the remainder of the academic year.

For information regarding individual parking records or Habitual Parking Violator status, contact The Department of Campus Security Parking Office at 2819 East 10th Street or by telephone at 631-2571.

Regulations Governing the Operation of Motor Vehicles & Penalties

Regulations governing the operation of motor vehicles are in effect at all times and apply to all students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who drive or operate motor vehicles on University of Tulsa-owned or controlled parking lots, streets or property.

It shall be the duty and responsibility of Campus Security officers, or those designated by the director of Campus Security, to enforce all regulations applicable to this policy and to issue warnings, citations and/or bring charges of student or employee misconduct against violators.

Obedience to a Traffic Control Official

No person shall fail or refuse to comply with any order or direction of a Campus Security Officer or Parking Lot Attendant engaged in directing traffic on any university owned or controlled street or parking lot. Vehicles parked in violation of this regulation are subject to towing at the owners expense and without prior warning.

- A. Failure to obey a traffic control official: \$50.

Removing or Driving Through Barricades

No person shall remove or drive through any barricades, cones or similar type traffic control device that has been placed upon a University-owned or controlled street or parking lot.

- A. Removing or driving through a traffic control barricades: \$100.

Stop Signs

The driver of a vehicle shall completely stop their vehicle before entering any intersection where official stop signs have been erected. After stopping the driver of the vehicle shall yield right-of-way to all other vehicles already in motion in the intersection or so close as to constitute an immediate hazard.

- A. Failure to stop at a stop sign: \$50.
- B. Failure to yield from a stop sign: \$50.

Reasonable and Prudent Speed

No person shall drive a vehicle upon any University- owned or controlled street or parking lot at a speed greater than is reasonable and prudent under the circumstances, conditions and actual and potential hazards then existing. The prima facie speed limit in any University-owned or controlled parking lot is 10 miles per hour.

- A. Driving a vehicle at an unsafe speed: \$50.
- B. Driving a vehicle in excess of 10 miles per hour in a parking lot: \$50.

Excessive Acceleration

The driver of a vehicle shall not purposely or inadvertently cause their vehicle to accelerate at such an excessive or rapid rate of speed so as to spin or squeal the tires of such vehicle, or cause their ability to control such vehicle to be impaired to any appreciable degree.

A. Excessive Acceleration: \$50.

Reckless Driving

It shall be deemed reckless driving for any person to drive or operate a vehicle in a careless or wanton manner without regard for the safety of persons or property while on the University campus.

A. Reckless Driving: \$100.

Prohibited Operation of Motor Vehicles & Motorized Play Vehicles

No person shall operate any motor vehicle or motorized play vehicle at any time, except in compliance with the direction and/or approval of a Campus Security Officer, on any sidewalk, pathway or other areas intended for pedestrian use, upon any parkway, grass or any unpaved portion of university property:

- A. Operating a vehicle on a sidewalk or pedestrian pathway: \$25.
- B. Operating a vehicle on the grass or unpaved portion of the campus: \$25.

For the purpose of this regulation, a motorized play vehicle is defined as any go cart, scooter, skateboard or any other motorized vehicle that is self-propelled by a motor or engine and is not classified as a licensed motor vehicle in the State of Oklahoma.

This regulation does not apply to University service vehicles, motorized wheelchairs, tractors, or lawn and garden equipment.

Leaving the Scene of a Motor Vehicle Accident

The driver of a vehicle involved in an accident on university property that results in property damage or injury shall immediately stop the vehicle at the scene of the accident or

as close to the accident scene as practical and take reasonable steps to locate and notify the owner or person in charge of the property and/or vehicle of the fact of the accident, their name and address, registration number and insurance information. If said person cannot be identified, the accident should be immediately reported to the Campus Security Office (631-5555). The driver of any vehicle involved in an accident who fails to meet the requirements as set forth under Oklahoma State Law is guilty of leaving the scene of an accident.

Persons violating this regulation will be referred to the Dean of Students, Director of Personnel Services or the Office of the Provost, depending upon the violator's status as a student, staff member or faculty member. Disciplinary action taken for these referrals will be handled in accordance with the respected provisions and policies of each individual department. This violation is also subject to ticketing and/or arrest by the City of Tulsa.

Bicycle, Skates, Roller Blades and Skateboard Regulations & Penalties

All bicycle, skates, roller blades and skateboard regulations are in effect at all times and apply to all students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who park or ride any bicycle, skates, roller blades or skateboard on University of Tulsa-owned or controlled parking lots, streets or property.

It shall be the duty and responsibility of Campus Security Officers, or those designated by the director of Campus Security (and/or Housing staff as pertains to housing and apartment facilities) to enforce all regulations applicable to this policy and to issue warnings, citations, and/or bring charges of student or employee misconduct against violators.

Bicycle Registration Violations

All students (resident, commuter, and apartment), faculty, and staff (part-time, full-time, day, and evening) who park or ride a bicycle on University of Tulsa-owned or controlled property must register their bicycle with the University and obtain a registration sticker. The registration sticker must be attached and displayed on the main frame below the seat post.

Bicycle registrations are valid indefinitely. If you have previously registered, still own, and display a bicycle displaying a TU bike permit, registration continues to be honored. Registrations are not transferable. If ownership changes or the registered bike is destroyed, immediately notify the ID/Parking Center so registrations can be updated.

Any bicycle parked on The University of Tulsa campus not displaying a sticker and properly registered may be impounded by Campus Security. Bicycles without sticker that are impounded and not claimed within 10 calendar days will be turned over to the Tulsa Police Department as abandoned.

- A. Failure to register or display a bicycle registration sticker: \$5.

Counterfeiting, altering, defacing, or transferring the registration sticker to another bicycle or person and/or giving false information in any application or in a hearing is a violation of the Student Code of Conduct.

- A. Counterfeiting, altering, defacing or transferring a bicycle registration sticker to another bicycle: \$50.
- B. Falsifying information to obtain a bicycle registration sticker: \$50.

Parking and Securing of Bicycles

Bicycles may only be stored or parked in student rooms, apartments and bike racks located near each building. Bicycles that are stored in student rooms and apartments will not be placed in areas where they may constitute a hazard. This includes hallways, lounges and stairwells. Bicycles that are parked or stored at outside bike racks will be secured with a security device designed to prevent theft.

Bicycles may not be parked in a manner as to interfere with life safety zones such as a fire hydrant, fire lane, or other emergency zone or on any service drive, building entrance, driveway, walkway ramp, emergency telephone apparatus or any other passageway to which emergency equipment, wheelchairs, pedestrians, or service equipment may need access. Bicycles may not be parked, chained or otherwise attached to trees, plants, or other living objects, railings, fences, posts, signs or trash receptacles. Bicycles may not be parked on the grass or in any other area that is under cultivation.

Bicycles parked in violation of these regulations or in a manner such as to constitute a safety hazard may be impounded by Campus Security Officers. The registered owner of any impounded bicycle will be e-mailed requesting that they pickup their bicycle at the Security Office. If the registered owner does claim the bicycle within 15 calendar days it will be turned over to Tulsa Police Department as abandoned. Bicycles without stickers that are impounded and not claimed within 10 calendar days will be turned over to the Tulsa Police Department as abandoned.

A. Failure to properly secure a bicycle: \$5.

Riding on Sidewalks

Whenever a person is riding a bicycle or traveling by means of skates, roller blades or skateboard on any sidewalk, pathway or other areas intended for pedestrian use, such person shall yield the right-of-way to any pedestrian.

A. Failure to yield to a pedestrian: \$5.

Any person riding a bicycle or traveling by means of skates, roller blades or skateboard on any sidewalk or bikeway that is about to enter or cross a University-controlled parking lot or street shall yield the right-of-way to all traffic.

A. Failure to yield while exiting a sidewalk or bikeway: \$5.

Abandoned Bicycles

Abandoned bicycles and those bicycles left on campus at the conclusion of the spring semester will be impounded by Campus Security Officers. Bicycles that are impounded and not claimed within 10 calendar days will be turned over to the Tulsa Police Department as abandoned.

Fine Payment and Appeals Process

Fine Payment

Citations issued for violations of The University of Tulsa Parking, Traffic and Bicycle Regulations must be appealed or paid to The University of Tulsa Business Office within 10 days from the date of the citation. If the citation is not paid or appealed within 10 days, the violator forfeits their right of appeal and the fine, along with a \$5 late fee, is automatically charged to the their university account.

When appealing a citation, the appellant should remember that they are responsible for exercising prudent judgment when using their motor and non-motorized vehicles on University-owned or controlled parking lots, streets or property, or when loaning their vehicles to others. Everyone is held accountable for observing and heeding street signs and markings while driving and parking. Therefore, appellants should carefully consider the basis for appealing a citation.

The following are provided as example rationale that is not acceptable grounds for appeal:

- Lack of knowledge of the regulations, i.e., new to campus, have not reviewed the regulations, etc.
- Other vehicles were also parked improperly.
- There were no available parking spaces.
- Late to class or appointment.
- Disagreement with or inability to pay the amount of the fine.

Serious and/or aggravated circumstances involving violations of these policies may be referred to the Dean of Students, Director of Personnel Services or the Office of the Provost, depending if the violator is a student, staff member or faculty member. Investigation and disciplinary action taken for these referrals will be handled in accordance with the respective provisions and policies of each individual department.

Appeals Process

Step 1: The appellant must complete a written appeals form and attach the citation or a copy of the citation. Appeals forms are available at The University of Tulsa Business Office or at the Department of Campus Security. The completed form must be received at the Department of Campus Security within 10 days from the date of the citation. (Only one appeal per citation is allowed.)

Step 2: The Appeals Officer will review the appeal within five working days and render a decision. The appellant will be notified by mail or e-mail of the Appeals Officer's decision. If the citation is upheld, payment must be received within 10 days of the appeals letter notification date. If the

fine is not received within the 10 days, it will automatically be charged to the appellants University account along with a \$5 late fee.

Step 3: If the appellant receives an unfavorable decision from the Appeals Officer and wishes to appeal further to The University Appeals Board, the written appeal, a copy of the Appeals Officer's decision letter, and a paid receipt from The University of Tulsa Business Office equal to the amount of the penalty must be returned to the Department of Campus Security within 10 days.

Step 4: The University Appeals Board will review all of the documentation and render a decision. Their decision will be the final adjudicating authority on campus. If the University Appeals Board rules in favor of the appellant, the appellant's University account will be credited an amount equal to the amount of the penalty that was paid.

Note: Failure to follow the procedures for appeal will result in an automatic assessment of appropriate fines and a waiver of the right to appeal.

Tow Procedures

Tow Policy/How to Claim Impounded Vehicle

The University of Tulsa reserves the right to tow unauthorized and improperly parked vehicles, vehicles with excessive violations (both registered and unregistered), and unused or disabled vehicles from its property. The owner of the vehicle is responsible for all charges made by the wrecker service.

For information regarding towed vehicles, contact The University of Tulsa, Department of Campus Security at 2819 East 10th Street or by telephone at 631-5555.

Sound Amplification Systems in Vehicles

Policy/Limitations/Penalties

Except as authorized by state law or city of Tulsa ordinance, no person shall operate or permit the operation of any sound amplification system in or on a vehicle which can be heard outside the vehicle from within 25 or more feet away, or when the sound annoys or disturbs the quiet, comfort or

repose of any person in the vicinity, unless the system is being operated to request assistance of an emergency nature or to warn of a hazardous situation (i.e., car alarms).

For the purpose of this section, sound amplification system means any device, instrument or system, whether electrical or mechanical or otherwise, for amplifying sound or for producing or reproducing sound, including but not limited to any radio, stereo, musical instrument or alarm.

Fines and penalties imposed for violating any provision of this policy shall be:

1st Offense: \$25.

2nd Offense: \$50.

Persons who commit a violation of this policy after having previously been found responsible by the university on two separate occasions within a 12-month period, whether by admission, by payment of a fine, by default, or by a judgment hearing may be removed from campus housing, receive other University disciplinary sanctions, and/or prohibited from operating a vehicle on University-owned property and/or parking in specific areas of campus.

All appeals must be to the director of Residence Life within 10 days of the violation if written by a Residence Hall staff member or to the director of Campus Security if written by a Campus Security staff member. The decision rendered by the appropriate director (or their designee) will be final.

Persons cited for this offense who have not paid their fine or appealed the citation within the allotted 10 days will be considered to have admitted responsibility by default and their University account will be assessed the appropriate fine

Police Reports

Campus Security and Tulsa Police Contact Information

To report a vehicle accident, injury, theft, or other complaint involving parking, traffic or bicycle infractions, call:

Department of Safety and Security

2819 East 10th Street

(918) 631-5555

www.utulsa.edu/security

Note: It is the responsibility of the owner to notify and make a report to the Tulsa Police Department, (918) 596-9222.

Liability

The University of Tulsa will not assume responsibility for any loss, damage, theft, fire, or negligence to any motor vehicle parked on University property. To be protected from such losses, vehicle owners should acquire the appropriate coverage with their own insurance company.

Identification Cards

Identification Card Policy

- All students, faculty, and staff must have identification cards issued by the ID/Parking Center. The cards are required for checking books out of the libraries, identification at various campus business offices and activities, and for all campus debit transactions and electronic door access.
- University of Tulsa students must carry their TU student identification card when they are on University property or at University events. Students should not loan their identification cards to anyone for any reason. Only the identification card specifically issued by The University of Tulsa may be used; no other may be substituted. Students are required to present their TU identification card to gain admission to University events and to identify themselves when requested by University personnel.
- Any person who fails or refuses to show his/her TU identification card upon request will be asked to leave the campus.
- A fee is charged to replace a lost, stolen or damaged identification card. Currently, the fee is \$15.
- Identification cards for participants of short courses, workshops, conference groups, library associates and special visitors associated with the University may be available upon request. Two types of cards are available, full service “proximity (“prox”) cards and limited service magnetic stripe cards. Notification and written documentation must be made at least one week prior to the group’s arrival from the sponsoring office. The fee for these identification cards will be \$5 for each non-“prox” card and \$15 for each “prox” card.

ID Card Information and Care

Your ID card has three types of technology on it. It has barcode on the back for the library, a magnetic swipe on the back for meal plan and Hurricane Gold accounts, and a proximity antenna inside for door access. It is important to follow some simple steps to insure the operation of your ID card.

- Do not use your ID card as an ice scraper; it will damage the circuitry for the proximity array and also possibly break the card.
- Do not wash and/or dry your ID card; it will make the card brittle and easy to break.
- Do not run a magnet across the magnetic strip.
- Do not punch a hole in the card to carry it on a chain. If you want a hole punched in the card please bring it to the ID/Parking Center and let the staff punch the hole in the correct location to avoid damage to the circuitry of the card.
- Do not expose the card to extreme temperatures.

Miscellaneous ID/Parking Center Services, Location, Etc.

Hurricane Gold Accounts

The ID/Parking Center accepts deposits for the Hurricane Gold debit account. This account may be used in all campus dining facilities, the Campus Bookstore, snack and soda vending machines, photocopy machines, laundry machines and even to replace a lost ID.

ISIC Cards

As a service to campus the ID/Parking Center sells the International Student Identity Card (ISIC). This card provides travelers with basic travel insurance, telephone discounts, free e-mail account, free voice mail, passport and travel document replacement, as well as discounts on airfares, attractions, museums, theatres, budget hotels and hostels, rail and bus passes, and shopping.

Passport Photographs

Convenient, quality passport photographs are available at a reasonable price.

Other Support Services

If an ID card malfunctions, for either building access or as a debit/meal card, the ID/Parking Center can help determine the root of the problem. In addition, if a card is lost or misplaced the ID/Parking Center staff can put a “hold” on the account so all attached accounts and meal plans are locked. To reactivate a “hold” account you must come in person with picture identification and current ID to the ID/Parking Center to have the “hold” removed and the account reactivated.

The ID/Parking Center accepts Visa, Master Card, American Express, Discover, the TU Gold Card, payroll deductions (full time personnel only, some restrictions apply), and of course cash and checks.

Nondiscrimination

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to their race, color, national or ethnic origin, sex, age, religion, handicap, or status as a veteran.

To reactivate a “hold” account one must come in person with picture identification and current ID to the ID/Parking Center to have the “hold” removed and the account reactivated.

Finally, the ID/Parking Center proudly accepts Visa, Master Card, American Express, Discover, Gold Card account, payroll deductions (full time personnel only, some restrictions apply), and of course cash and checks.



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The University of Tulsa is an equal opportunity/affirmative action institution.
For EEO/AA information, contact the Office of Legal Compliance at (918) 631-2423;
for disability accommodations, contact Dr. Jane Corso at (918) 631-2334. TU#6314