

I. SOUTH DAKOTA SCHOOL OF MINES PARKING PROCEDURES

- A. To provide maximum parking areas in the best interest of the entire college.
- B. To maintain lawful traffic movement with a minimum of disturbances and proper protection for pedestrians.
- C. To assure access at all times for emergency vehicles.

II. VEHICLE REGISTRATION

A. General Information

1. All students, faculty members, and other employees who park their motor vehicles in controlled parking areas (refer to map) must comply with the following:
 - a. Register each vehicle and obtain a current parking permit. The vehicle registration year shall be from the first day classes beginning following registration in the fall to the last day of the spring semester.
 - b. All vehicles that are parked on campus must be registered with the Facility Services Parking Office, located within the Facilities Services building.
 - c. Permit must be hanging from the rear view mirror in plain site. Everyone will have the option to purchase an additional parking pass for additional vehicles and motorcycles (\$10 for the year) or transfer their permit between vehicles. Any vehicle without a parking permit is subject to ticketing, booting and applicable fines.
 - d. Motorcycle owners must also register and display a valid permit at all times.
 - e. **Only one vehicle may be on Campus at a time.**
2. The absence of, or an improperly displayed permit, warrants the issuance of a ticket for each day the vehicle is parked in a controlled parking area (refer to map). Vehicle permits that are accidentally mutilated will be replaced free if the remains of the permit are submitted to the Facility Services Parking Office.
3. Faculty/staff may not purchase permits for family members who are students.

B. Deadline for displaying a parking permit on a motor vehicle shall be as follows:

- 1. Employee Vehicle Registration**—Faculty and staff shall properly display the parking permit on or before the first day classes begin following registration in the fall. Parking permits may be obtained from the Facilities Services Parking Office or the Student Accounts and Cashiering Service Office.
- 2. Student Vehicle Registration**—Students shall properly display the parking permit on or before the first day of classes following registration in the fall. Students must complete the on-line registration process where they will be provided an electronic copy of the parking map and traffic regulations.
- 3. Late Vehicle Registration**—A student or employee who desires to park a vehicle but did not purchase a permit at registration time shall obtain and display a parking permit according to the parking policy requirements within 2 days from the time the vehicle is first brought onto campus.
- 4. All parking on campus requires a permit.** (except visitor spots in front of the O’Harra Building, Facility Services Building and the front row of parking between Surbeck and the Library, by E. St Joseph Street). Guests with a “Guest Pass” may not park in visitor parking.

C. Classification of Registration Decals

1. These are the types of parking permits:
 - a. Individual colored lot permit
 - b. Guest (Red paper parking permit)
 - c. Handicapped (Must possess colored parking permit for the lot as well as handicapped permit)
 - d. Visitor (No pass issued – park in designated visitor spaces (O’Harra, Facility Services, Surbeck/Library parking lots). Parking is limited to a maximum of 15 minutes.
2. Only under section number IX (Disabled Person) will one vehicle be allowed to display more than one current parking permit.

D. Schedule of registration fees for all vehicles.

1. Annual Registration
 - a. Vehicle and motorcycle Permits will be \$75.00 for every colored lot except yellow, which will be \$20.00. Additional vehicle/motorcycle permits will \$10.00 per year.
 - b. For students withdrawing during the first 10% of the semester (roughly the first ten days of the semester), they will receive a 100% refund for their parking permits turned into the Cashiers Office. Any students withdrawing after the first 10% of the semester will receive a refund based upon the pro-rata refund up to 60% point of the semester. These refunds are based upon the Board of Regents refund policy. There are no refunds for the (\$10) additional vehicle/motorcycle permits. Since permits are sold on an annual basis, the prorated amount of refunds will be based upon 100% for the first semester and 50%.
2. Spring Registration only
 - a. 1 Permit-half of full year permit cost.
3. You must notify the Facility Services Parking Office when there are any changes with a vehicle you have registered. (Sold or License Plate Number)
4. Professor Emeritus, Special Guest-No Fee

III. Parking Restrictions

A. Lots

1. Blue – Faculty and Staff (overnight parking prohibited)
2. Red – Commuter Student (overnight parking prohibited)
3. Green – Resident Student (overnight parking permit)
4. Yellow – Open to all categories (overnight parking permit)
5. Black – Night Student (overnight parking prohibited)
6. **Yellow Painted Curbs**-10 minute loading zone/service vehicles only (Tow Away Zone)
7. **Loading zones**-marked by appropriate signs. (Enforceable 24 hours a day/7 days a week for safety reasons.)
8. Red Zones-Fire lanes. No Parking (enforced)
9. SDSMT Service Vehicles Only Parking
10. No parking along any road or street on campus.

B. All vehicles must be park in their designated parking area according to the color of their permit, with a valid permit visible. Any vehicle parked in an area not designated by their permit is subject to ticketing, booting or towing at any time.

IV. General Regulations

- A. The motor vehicle laws of the State of South Dakota are in effect within the university (campus) area.
- B. The general rules of commons sense, driving courtesy and custom apply and shall be observed at all times.

IV. Specific Regulations

A. Parking

1. A vehicle must be parked so that the vehicle is within the marked boundaries.
2. All non-visiting state and government vehicles are to be parked in a designated parking space by the Facilities Services Building
3. No vehicle shall be parked in any of the following areas:
 - a. Along campus streets
 - b. Obstructing or partially obstructing a crosswalk or sidewalk.
 - c. On any lawn or curb
 - d. In “No Parking” areas
 - e. Within ten feet of a fire hydrant
 - f. In front of any removable barricade
 - g. In a place that obstructs traffic
 - h. More than twelve inches from the curb
 - i. On ramps leading to Lot
 - j. By yellow curb at any time-See Section VI.B.6
 - k. In any red zone at any time.
 - l. Exception – Vehicles may be request special authorization to park in the above areas, all requests must be in writing to the Director, Facility Services at SDSMT-FacilitiesManagement@sdsmt.edu .
4. No Vehicle shall be parked in any of the following manner:
 - a. Double-parked
 - b. Parallel parked in wrong direction
 - c. Permanently parked (dead-storage)
 - d. Occupy more than one vehicle parking space
 - e. Have any trailer or any other vehicle in tow attached or unattached (During Academic School Year Only)
 - f. Left on campus over the summer without written permission
5. Vehicles improperly parked may be removed and the cost of removal will be charged in the person in whose name the car is registered or who has custody of the vehicle.
 - a. Vehicles that are booted will cost an additional \$100.00 in addition to any other unpaid parking fines.
 - b. Speed limits, stop signs and barricades:
 - c. The speed limit on the campus is 15 miles per hour. Pedestrians have the right of way at all times.
 - d. A complete stop is required at all stop signs.
 - e. Unauthorized removal or passing of road barricades will constitute a violation.
 - f. All vehicles operated in the school area (refer to map) will be equipped with a muffler in good working order to prevent excessive or unusual noise.
 - g. Squealing or roaring starts and screeching turns will be considered traffic violations.

- h. Anyone parking on campus is responsible for posted notices in buildings, e-mail or on Facilities Services web site.

VI. PENALTIES FOR VIOLATION

- A. Liability-Either the person in whose name a vehicle is registered or the person who has custody of a vehicle shall be held liable for all violations arising out of its use on campus and is subject to such disciplinary action as the Parking and Traffic Committee see fit
- B. Schedule of Violation Fees
 - 1. Duplication or falsification of parking permit: \$50 fine and may receive disciplinary action
 - 2. Failure to register a vehicle. (See Section 11). All other similar offenses: \$10 and the purchase of a permit and payment of all fines.
 - 3. Other violations for which fines may be levied include:
 - a. Failure to display registration decal on the vehicle. (See Section 11).
 - b. Failure to observe parking area restrictions. (See Section 11).
 - c. Failure to observe specific regulation listed previously. (See Section II and V).
 - 4. In the event of an emergency or unexpected circumstance whereby students or employees cannot abide by these regulations, consult the Facility Services Parking Office at ext 394-5316.
 - a. Unpaid Violation Fees. Failure to pay fines within five days after the date of a violation, excluding Saturdays, Sundays and holidays could result in disciplinary action as the SDSMT Parking Committee determines.
 - 5. Towing of Vehicles-Vehicles may be towed or booted at any time when parked improperly (yellow, or red curb, by a fire hydrant, etc), or if the vehicle has exceeded three unpaid parking tickets. In case your vehicle has been towed, contact the Facility Services Parking Office or campus Safety for its location.
 - 6. Immobilization-In case of repeated or flagrant abuse of regulation (or four or more unpaid parking tickets), the college reserves the right to have vehicles towed or immobilized (booted) subjected to a \$100.00 fee for removal in addition to assessing of fines as stated elsewhere. In case vehicle has been immobilized contact Campus Safety at (605) 394-6100.

VII. PAYMENT OF FEES

Violation fees shall be paid to the Cashiers Office or the Facilities Services Parking Office.

VIII. USE OF FEES

Registration and violation fees are deposited in a special account and are used for the following purposes:

- A. Administration of these regulations to include purchase of permits, supplies, printing and clerical labor.
- B. Purchase and installation of traffic signs.
- C. Improvement, construction and maintenance of parking facilities.

IX. DISABLED PERSONS

Physically handicapped persons may apply for an additional parking permit at the Parking Office with verification of disability. Handicap parking spaces are designated by signs (solid area on the map). Students with temporary disabilities can obtain a temporary disability parking pass after approved by the Dean of Students.

X. VISITOR PARKING

- A. Parking for visitors is located in the parking lot in front of Surbeck Center, as well as in front of the O’Harra and the Facility Services Building marked by signs. Guests with the red “Guest” pass may not park in these areas.

- B. All guests must have a permit from the Library, Surbeck information desk, RAS, Museum or Facilities Services displayed on the front dashboard of the vehicle. Guests may park in any area other than visitor parking (marked with signs).

XI. APPEALS

- A. Basis of Appeals-any individual who feels that an injustice has been committed may appeal his violation. Excuses for violations shall not constitute a basis for an appeal. Appeals must state fully the grounds on which the appeal is based.
- B. Procedures
 - 1. Appeals shall be made using the on-line appeal process on the Facilities Services website. Such appeals must be submitted within five working days after the issuance of each violation notices, Saturdays, Sundays and holidays excluded. All tickets must be paid and if overturned, the fine will be reimbursed.
 - 2. The appellant has the option to appear before the Committee and may submit such evidence direct by the committee. The parking committee will review all requests and will vote to approve or deny the request. A two-thirds vote of the committee is required to overturn a ticket.

XII. PARKING AND TRAFFIC COMMITTEE

- A. Membership and Quorum- The committee shall be chaired by the Director, Facility Services and the committee shall consist of a member of the Faculty, Business Office, two students appointed by Student Association, a career service employee, Residence Life employee, Facility Services parking employee, and an exempt employee. The committee will meet at the call of the Director, Facilities Services in the Facilities Services offices.
- B. The Director, Facility Services has the authority to redesignate parking areas/spots to meet the needs of student and faculty under the American with Disabilities Act (ADA), attendant and visitor, as necessary.
- C. Duties of the Committee
 - 1. Propose or suggest changes in parking fees and traffic regulations.
 - 2. Provide recommendations for changes in parking policies, fees, and approve changes by a vote of two-thirds of the committee in attendance.
 - 3. The Director, Facility Services shall take changes in policy from the committee to the VP, Business and Administration and the University Cabinet for approval before implementation.

XIII. AMENDMENTS TO POLICY/PROCEDURES

An amendment to current parking and traffic procedures shall be considered in force after approved by two-thirds of the parking committee. Changes in policy must be sent through the VP, Business and Administration for approval by the President's Cabinet.