

## I. SOUTH DAKOTA SCHOOL OF MINES PARKING PROCEDURES

- A. To provide maximum parking areas in the best interest of the entire university.
- 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. SD MINES Safety Officers may ticket anytime there is an officer on duty during the school year. The parking enforcement year shall be from the first day classes begin following registration in the fall to the last day of classes for the spring semester.
  - a. No zone-specific parking tickets will be issued during non-class holidays and vacation periods.
  - b. Handicap, fire zones and no parking zones are monitored year round.
  - c. Traffic regulations are enforced year around.
2. All students, faculty members, and staff who park their motor vehicles in controlled parking areas (refer to map) must comply with the following:
  - a. All vehicles that are parked on campus must be registered with the Facility Services Parking office, located within the Facility Services building.
  - b. Permits must be hanging from the rear view mirror or in plain sight. Any vehicle without a parking permit displayed in plain sight is subject to ticketing, booting, towing, and applicable fines.
  - c. Motorcycle owners must also register and display a valid permit at all times. Motorcycle Permits must be attached on the handlebars.
  - d. SD MINES parking permits are non-transferable. Transferring a permit to another individual may result in a fine or revocation of SD MINES parking permit.
  - e. Only one vehicle may be on Campus at a time. A second vehicle may be registered under the same permit, and the permit may be transferred from vehicle to vehicle as long as both vehicles are registered and belong to the same owner. An additional permit may be purchased for your second vehicle for \$16, but only one vehicle may be on campus at a time. Vehicles must be paid in full prior to the purchase of a requested motorcycle permit.
3. 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 for free if the remains of the permit are submitted to the Facility Services Parking office.
  - a. A vehicle may receive more than one ticket in a 24 hour period if the same vehicle violates the SD MINES parking procedures in a different parking spot.
4. Stolen permits must be reported to Campus Safety (605.394.6100) or the Rapid City Police Department in order to obtain a new permit at no cost.
5. Faculty and staff members may not purchase permits for family members who are students.
6. The purchase of an SD MINES parking permit is not a guarantee for an available parking spot.
7. Any faculty member, staff member, or student with an unpaid parking violation will be unable to register for a permit until all fines are paid to the SD MINES Cashier's Office.

8. The university assumes no liability for loss of or damage to vehicles or their contents while on university property or within university-administered parking facilities.

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 parking procedures.
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.** Guests with a “Visitor Pass” may park in any color noted on their visitor permit.

C. Classification of Registration Decals

1. These are the types of parking permits:
  - a. Individual colored lot permit
  - b. Handicapped (Must possess a parking permit as well as handicapped permit)
  - c. Visitor (Visitor pass issued – park in designated visitor spaces or any color noted on their visitor permit (O’Harra, Facility Services, Surbeck/Library parking lots).
  - d. Future Hardrocker Passes – Issued through admissions for potential students.
  - e. SD MINES Media Passes – May park in any available parking area. These passes will be distributed by University Relations.
  - f. Athletics Permits – Issued through Athletics for parking while on away trips.

D. Schedule of registration fees for all vehicles.

1. Annual Registration
  - a. Vehicle Permits will be \$122.00 for red and blue colored lots and \$178 for yellow colored lots.
  - b. Motorcycle permits will be \$37.00 if it is your primary vehicle or \$17.00 if it is your secondary vehicle.
  - 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 up to the 60% point in the semester will receive a prorated refund. These refunds are based upon the Board of Regents refund policy. There are no refunds for the (\$17) additional/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% for the second semester.
2. Spring Registration only

- a. 1 Permit at half of full year permit cost.
  - b. Additional permits will remain \$16.00
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
  5. State owned vehicles assigned to the SD MINES pool of fleet vehicles or department assigned – No Fee.
  6. Permanent non-fleet vehicles, trailers, or any other item assigned to departments are required to register their vehicle and park in appropriate locations or they will be subject to ticking. – No Fee.

### III. Parking Restrictions

#### A. Lot Colors and Zones

1. Blue – Faculty and Staff (See parking map)
2. Red – Student (See parking map for residence and overnight parking)
3. Yellow – Student parking for Rocker Square I, Rocker Square II, and Placer Hall (See parking map).
4. Residence Life Parking – Residence Life Sticker required from 5pm – 7am (Enforced)
5. Loading zones-marked by appropriate signs. (Enforceable 24 hours a day/7 days a week for safety reasons.)
6. Red Zones-Fire lanes. No Parking (Enforced)
7. SD Mines Service Vehicles Only Parking (Enforced)
8. Catering Parking Only (Enforced)
9. No parking along any road or street on campus unless designated to be okay by Campus Safety for special events. (Enforced)

- B. All vehicles must 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 common sense, driving courtesy and custom apply and shall be observed at all times.
- C. Anyone parking on campus is responsible for parking information on posted notices in building, email or on Facility Services website.
- D. Tobacco is prohibited on the SD MINES Campus and Parking areas unless specifically noted on the SD MINES Parking Map (See Map).

### V. Specific Regulations

#### A. Parking

1. Vehicles may be required to be moved when snow accumulation is expected. Signs will be posted, or an email will be sent to the Campus providing direction.

2. A vehicle must be parked so that the vehicle is within the marked boundaries.
3. All non-visiting state and government vehicles are to be parked in a designated parking space by the Facilities Services Building.
4. 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 15 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.
  - k. In any red/fire zone at any time. `
  - l. Exception – Individuals may request special authorization to park in the above areas. All requests must be in writing to the Service Response Center, [SDSMT-FacilitiesManagement@sdsmt.edu](mailto:SDSMT-FacilitiesManagement@sdsmt.edu).
5. No Vehicle shall be parked in any of the following manner:
  - a. Double-parked
  - b. Parallel parked in wrong direction
  - c. Permanently parked/abandoned/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 from the SD MINES Parking Office or Chief of Campus Safety.
  - g. Any vehicle parked in front of a dumpster will be towed at owner’s expense.
6. Vehicles improperly parked may be removed and the cost of removal will be charged to the person in whose name the car is registered or who has custody of the vehicle.

The following traffic regulations are enforced:

- a. Speed limits, stop signs and barricades:
- b. The speed limit on the campus is 15 miles per hour. Pedestrians have the right of way at all times.
- c. A complete stop is required at all stop signs.
- d. Unauthorized removal or passing of road barricades will constitute a violation.
- e. 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.
- f. Excessive noise from vehicle radios is prohibited.
- g. Squealing or roaring starts and screeching turns will be considered traffic violations. (Exhibition Driving)
- h. Other violations include but are not limited to the following: reckless or careless driving; failure to yield to pedestrians or other vehicles; littering; and driving or parking incorrectly or driving on other than designated roadway.

## VI. PENALTIES FOR VIOLATION

### A. Liability

1. 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 Appeals Committee sees fit.
2. Vehicles improperly parked may be removed and the cost of the removal will be charged to the person in whose name the car is registered or who has custody of the vehicle.
3. Vehicles that are booted will cost an additional \$100.00 in addition to any other unpaid parking fines.

### 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. All other similar offenses: \$25 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.
  - b. Failure to observe parking area restrictions.
  - c. Failure to observe specific regulation listed previously.
  - d. Tobacco violation
  - e. Abandoned, dead-storage, or junked vehicles
  - f. Double parking
  - g. Parking on grass\unmarked parking area
4. In the event of an emergency or unexpected circumstance whereby students or employees cannot abide by these regulations, consult the Campus Safety Office at 394-6100.
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), during an athletics or other events where the parking space has been reserved, or if the vehicle has exceeded four 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 parking in an official reserved space (or four or more unpaid parking tickets), the university 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.
7. Any campus member with unpaid parking tickets from previous years will be unable to register and obtain a permit for the upcoming school year.

## VII. PAYMENT OF FEES

Violation fees shall be paid to the Cashiers Office located inside the Surbeck Center or the drop box can be used after-hours.

## VIII. USE OF FEES

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

1. Administration of these regulations to include purchase of permits, supplies, printing and clerical labor.
2. Purchase and installation of traffic signs.
3. Improvement, construction and maintenance of parking facilities and roads.

## IX. DISABLED PERSONS

Facilities Services can issue handicapped parking placards good for use on campus only upon verification of disability. Handicap parking spaces are designated by signs or painted handicap parking spaces within parking lots on campus. Students with temporary disabilities can obtain a temporary disability parking pass after approved by the Dean of Students. Anyone with a state or SD MINES issued handicapped parking permit (placard or license plate) may park in any designated handicapped parking space regardless of the classification (faculty, staff, student, or visitor) of the parking lot. If no handicap parking spot is available, the vehicle may be parked in the next closest parking spot, regardless of tag color. However, the individual will be required to purchase a parking pass in addition to the handicap permit if they are a faculty member, staff member or student parking on campus.

## X. VISITOR PARKING

Parking for visitors is located in the parking lot in front of the Surbeck Center, as well as in front of the O'Harra and the Facility Services Building marked by signs. A Visitor Pass is required to park in these areas. Visitor permits can be picked up at the Facility Services building, Surbeck front desk, Library, Museum, and Admissions Office.

1. Visitor passes may not be issued to students.
2. Visitor passes may only be issued for 1 day. Facility Services or Chief of Campus Safety or designee may issue visitor passes for extended time periods under special circumstances. Visitor passes will be updated to have a reason marked for the use.

## XI. APPEALS

- A. Basis of Appeals-any individual who feels that an injustice has been committed may appeal his/her violation to the Parking Appeals Committee. Lack of parking regulation knowledge is not a valid reason for an appeal. Appeals must state fully the grounds on which the appeal is based.
- B. Appeals shall be made using the on-line appeal process on the Facilities Services website <http://www.sdsmt.edu/appeal/>. Such appeals must be submitted within five working days after the issuance of each violation notices, Saturdays, Sundays and holidays excluded. Any appeal entered after 5 business days of their issuance will not be reviewed. Late fees may be assessed if fines are not paid within two weeks of a failed appeal or two weeks of an issued ticket.
- C. The appellant has the option to appear before the Committee and may submit such evidence directly to the committee. The parking committee will review all requests and will vote to approve or deny the request. A majority vote of the committee is required to overturn a ticket.

## XII. PARKING APPEALS COMMITTEE

- A. Membership and Quorum- The committee shall be chaired by the Vice President for Finance and Administration or designee and the committee shall consist of two members of the SD MINES Student Senate, an SD MINES Faculty Member, an SD MINES NFE employee, and an SD MINES CSA employee. If a member is unable to attend, they must send a designee from the represented to group to attend or provide their

votes prior to the meeting. In the event only one of the Student Senate members can attend a meeting, the student member will have two votes. The SD MINES Parking Appeals Committee meets once a month.

B. The Director of Facilities & Risk Management has the authority to re-designate 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. Review and determine the validity of all SD MINES parking appeals.

### **XIII. AMENDMENTS TO PROCEDURES**

Changes in procedure must be sent through the Vice President, Finance and Administration or Director of Facilities & Risk Management for approval by the President's Cabinet. An amendment to current parking and traffic procedures shall be considered in force after approved by the President's Cabinet.