PARKING AND TRAFFIC SAFETY POLICY

Purpose

The University of Mary Parking and Traffic Safety Policy presents the rules and regulations established by the University for the safe operation of motor vehicles, the safety of pedestrians, and the safe and efficient use of parking facilities. The policy establishes Campus Safety and Security as the department responsible for enforcement according to the established processes.

Statement of the Policy

Applicability

The University of Mary Parking and Traffic Safety Policy applies to all members of the University of Mary community including students, employees, and independent contractors (including their employees). Members of the University of Mary community are responsible for being familiar with and in compliance with the rules and regulations within this policy. Lack of awareness of a rule or regulation will not be considered a valid reason for non-compliance.

Definitions

For the purposes of this policy, the definitions of the following terms shall apply:

- University property – all property owned, leased, rented, or otherwise under the control of the University of Mary.
- Student – any person enrolled at the University (full-time or part-time).
- Traditional student – a student enrolled in a traditional program of study. Traditional programs of study are those where most credits are earned through classes that meet the majority of the time in a traditional classroom, laboratory, or clinical/practicum setting (see the definition of non-traditional student below). Traditional graduate programs include (but are not limited to) the graduate programs in Athletic Training, Physical Therapy, Occupational Therapy, and Speech-Language Pathology.
- Non-traditional student – a student enrolled in a program of study offered through University of Mary Online, which is the division of the University that offers accelerated and online programs of study where the majority of the coursework is online and may have some residency requirements. Non-traditional programs also include courses offered only at night and/or on weekends or through a combination of both.
- Employee – any person employed (full-time or part-time) by the University of Mary.
- Ongoing independent contractor employee – any employee of a company who has an ongoing contract with the University that requires the employee to park a vehicle on university property on an ongoing basis.
- Temporary contractor employee – an employee of a company hired by the University for temporary work and service calls.
- Motor vehicle – any automobile, bus, truck, motorcycle, motorbike, motor scooter, moped, hoverboard, or any other powered vehicle.

- Non-motorized vehicle – any mechanism or device without a motor that can be used for the transportation of persons or cargo. This definition includes but is not limited to bicycles, tricycles, scooters, and recreational equipment such as skateboards, roller skates, and in-line skates.
- Parking permit – a decal or emblem authorized or issued by the University of Mary Campus Safety and Security Department to allow the user to park within the University of Mary Parking System.
- Parking Zone – a series of parking areas in which a particular permit is valid.

Enforcement

The Campus Safety and Security Department is the entity authorized by the University to enforce the University's Parking and Traffic Safety Policy. Professional-level and student employees of Campus Safety and Security, contracted security personnel, and other members of the university community so designated, are authorized to issue citations according to established procedures. All members of the university community are responsible for acting in a respectful manner towards the staff who enforce and administrate policies. Disrespectful and abusive behavior is strictly prohibited and will not be tolerated. Students who engage in such behavior shall be subject to student conduct action and employees shall be reported to their supervisors and be subject to employee discipline and sanctions.

Development of Parking and Traffic Safety Regulations

The Campus Safety and Security Department is responsible for bringing proposals to update and enhance this policy for consideration and approval by the President's Council. Students and employees of the University may submit suggestions for consideration to the Safety and Security Director.

The approved policy shall be published in electronic form in the General University Policies section of the University's portal (my.umary.edu) under the Parking and Traffic Safety Policy.

Temporary or Emergency Parking Regulations

From time to time, temporary parking regulations may be needed for a special event, inclement weather (snow removal), maintenance, construction, and/or emergency situations. In such a case, the temporary regulations shall be submitted by Campus Safety and Security for approval by the Executive Vice President. Temporary regulations shall be communicated via email and/or, when appropriate, the University's Emergency Notification System.

Vehicle Registration and Parking Fees

All students and employees (including independent contractors and their employees) who operate and/or park vehicles on university-owned or controlled property are required to register vehicles they operate, park, or store on university property with the Campus Safety and Security

Department. Since 2015, the University has assessed both students and employees a parking fee to support the cost of providing and maintaining parking facilities.

Fees for employees and students are as follows:

Employee Parking Fees

The standard fee for employees (full- and part-time) is $150 per year. The employee fee is payable through payroll deduction. The fees for employees of ongoing independent contractors are paid by the contractor and/or are part of the contract. Employees who do not have a vehicle may request to have the fee waived. The following employees are exempt from the employee parking fee:

- Adjunct instructors*
- Instructors, including adjunct instructors, who teach 100% online courses and who do not operate or park a vehicle on university property
- Independent contractor employees whose parking fees are paid by the contractor (e.g., Chartwells and Dynamic Campus employees) *

*Employees who are exempt from paying the fee are still required to register their vehicle and properly display the appropriate permit on their vehicle.

Student Parking Fees

Student parking fees vary depending upon the student's enrollment status (traditional or non-traditional) and location. Student parking fees are automatically assessed and applied to the student's account three times each year at the start of each semester (fall, spring, and summer). Students who do not operate or park a vehicle on university property may request a waiver of the fee. Student fees are assessed as follows:

Traditional Students

The parking fee for traditional graduate and undergraduate students (full- and part-time) is $95 per semester. The fee for traditional students is automatically applied to the student's account at the start of each semester (fall, spring, and summer). The fee applies to all traditional graduate and undergraduate students enrolled at the Main Campus in Bismarck, the Front Street Location, the Fargo Butler Center, and the Billings Campus. Traditional students who are exempt from the parking fee include:

- ASU students enrolled in Mary College at ASU program in Tempe (those who take classes in Bismarck as part of the exchange program are not exempt)

Non-traditional Students

Unless exempt as indicated below, the parking fee for non-traditional students (full- and part-time) is $25 per semester. The fee for non-traditional students is automatically applied to the student's account at the start of each semester (fall, spring, and summer). The fee applies to all non-traditional students enrolled at the Front Street Location, the Fargo Butler Center, and the Billings Campus. Non-traditional students who are exempt from the parking fee include:

- Full-and part-time non-traditional students enrolled in a 100% online program of study
- All students (full and part time) on the Watford City and Williston locations
- All students (full and part time) on the Grand Forks Air Force Base

Waivers

Students and employees who will not operate or park a vehicle on university property during a given semester may submit a request to have their parking fee waived. Waivers are not available for a part of a semester and no refunds will be issued if an individual leaves the University for any reason after the start of a semester. Others who are eligible to submit a request for a waiver include:

1. Rome Campus Students
   Traditional students enrolled in the Rome Campus program are eligible for a waiver unless the student leaves a vehicle behind on university property while in Rome.
2. Mary College at ASU Students
   Traditional students participating in the Mary College at ASU program are eligible for a waiver provided they do not leave a vehicle on university property. ASU students enrolled in the Mary College at ASU program in Tempe are exempt from the parking fee. ASU students who take classes in Bismarck as part of the exchange are not exempt.
3. Off-Campus Students with Out-of-Town Placements
   Students who live off-campus who will be completing placement (e.g., student teaching or clinical placement) at an out-of-town location and who will not be using university parking facilities are also eligible.

Parking Permits

Permits are Required for All Vehicles

All students and employees who operate and park a vehicle on university property are required to properly display a valid permit (i.e., the permit issued at the time the vehicle was registered with Campus Safety and Security).

Permits Must be Properly Displayed

The proper display of a permit requires the permit to be properly affixed. Taping or otherwise temporarily attaching a permit is prohibited. The permit must be affixed, unaltered, and in its entirety, and it must be clearly visible and legible. For cars and trucks, the proper location to affix the permit is the lower left (driver's side) rear window. On a motorcycle, the permit must be affixed to the front fairing or fork.

Expired Permits May Not be Displayed

The vehicle owner is responsible for removing all expired or outdated permits so only the current and valid permit is displayed.

Permits are Non-Transferable

Displaying a permit on a vehicle other than the permit issued for that vehicle is prohibited. Display of a lost permit, a stolen permit, or a permit altered or falsified in any way is strictly prohibited. The person whose name the vehicle is registered with the Campus Safety and Security Department will be held responsible for all violations involving that vehicle. A violation will not be excused based on the fact that the person who registered the vehicle allowed another person to use the vehicle.

Lost or Stolen Permits

If a permit is lost or stolen, the permit holder is responsible for making an immediate report to the Campus Safety and Security Department so a new permit can be issued. Failure to report a lost or stolen permit will result in responsibility for all violations assessed against the permit until the time the lost or stolen permit is reported.

Visitor Permits

Permits for visitors to the University of Mary are available at no charge and may be obtained at the University of Mary Campus Safety and Security Department located in the Harold Miller Center. Visitors may park in available spots. Hosts are responsible for securing a visitor pass for guests.

Temporary Contractor Employees and Service Call Vehicles

Departments utilizing temporary contractors for service calls and other work are responsible for coordinating with Campus Safety and Security to ensure that contractors are provided appropriate temporary passes.

Mobility Impaired Permits

In compliance with state and local laws, the University of Mary provides designated parking spaces for the exclusive use of persons with a state-issued mobility-impaired parking permit or license plate. Parking in one of these spaces without a valid permit or license plate is a violation of state law punishable by a fine of $100 issued by law enforcement officials. The University also reserves the right to cite violators for a violation of university policy.

The University of Mary is not authorized by the State of North Dakota to issue mobility impaired parking permits or license plates. Permits, including permits for persons with temporary impairment, may be obtained from the North Dakota Department of Motor Vehicles. The form needed to apply for a permit is available at the Department's website and at this link: https://www.dot.nd.gov/forms/sfn02886.pdf

Individuals with a valid mobility impaired permit may park in any parking space designated for the use of persons with mobility-impaired permits, regardless of location. The vehicle must be registered with Campus Safety and Security and must also have a valid University of Mary parking permit properly displayed.

Parking Assignments

Main Campus

On the main campus, students and employees are assigned to park in specific parking lots which are designated by letters of the alphabet and by color.

Colors used to designate parking areas in the parking lots include:

- **Orange –** Residential students who live in Boniface West, Riverview, Boniface East, Hillside, Greg Butler, or Roers Residence Halls
- **Blue** – Residential students who live in North Hall, Boyle, Deichert, Monte Cassino, Subiaco, or the Catholic Studies House
- **Blue F** - Residential students who live in ***North Hall only***
- **Green –** Commuter students
- **Purple –** Employees (faculty and staff)
- **Yellow** – University vehicles and eligible employees

All members of the university community are responsible to park in the lots that correspond to the color of their permit. The map of the parking lots showing the areas designated by color and letters of the alphabet are available from the Campus Safety and Security website, and printed copies are available upon request at the Campus Safety and Security Department's location in the Harold Miller Center.

A permit does not guarantee the holder a parking space in a particular lot. When a lot is full, it is the responsibility of the driver to park in another location where the driver is eligible to park.

Other University Locations

Permits for locations other than the main campus are identical for students and staff, and all are assigned to park in the available facilities on a first-come, first-served basis.

Additional Parking and Traffic Regulations

Pedestrian Right-of-Way

By its nature, a university campus is a place where there are many pedestrians. It is the responsibility of all drivers to yield to pedestrians, reduce speeds, and exercise caution.

Speed Limit

The speed limit on campus roadways is 25 mph unless otherwise posted. The speed limit within all parking lots is 10 mph.

Reserved Parking for Persons Who are Mobility Impaired

Parking in a space designated for persons with a valid, state-issued, mobility impaired parking permit or license plate is prohibited by the University and by state law.

Fraudulent use or any other misuse of a mobility impaired permit is also prohibited by the University and by state law. It is the practice of the University to report violators to law

enforcement officials. However, the University reserves the right to independently sanction violators independently or in addition to any action by law enforcement officials.

Vehicles Must be Properly Parked in Designated Parking Spaces

Vehicles must be properly parked in designated parking spaces. Parking outside the lines of the parking space, in fire lanes or blocking access to a fire hydrant, in or blocking a driveway, in or blocking a crosswalk, or in a way that otherwise blocks or impedes traffic is prohibited.

Reserved Parking

The University has reserved parking for visitors, service vehicles, and designated personnel. Unauthorized parking in these spaces is strictly prohibited.

Special Use Lots

The University has special use reserved parking in lots that do not contain blue, orange, purple, or green. Unauthorized parking in these spaces is strictly prohibited.

Loading and Unloading Vehicles

To load or unload a vehicle while staying on established roadways and avoiding fire lanes and not blocking fire hydrants, the driver must activate his/her emergency lights (flashing lights). When possible, people loading or unloading might enlist others to assist with loading or unloading the vehicle. Once the vehicle is safely loaded and unloaded the vehicle should be parked in the appropriate assigned parking lot. Violators are subject to a ticket.

Vehicles Must be Operated on Established Roadways

Vehicles must be operated on established roadways and parked in a designated parking spot. Operating or parking a vehicle on the grass, sidewalk, walking path, or any place other than an established roadway is strictly prohibited, the exception being Physical Plant vehicles and equipment in the performance of job-related duties.

Overnight Parking

Overnight parking between the hours of 2 am until 6 am is prohibited in all lots except orange and blue parking lots. The only exception is Lot G, which may be utilized when traveling for university organized events (i.e. Students traveling for Athletic events).

Electric Vehicles and Plug in Hybrids

The use of University electrical outlets or personally installed charging equipment to charge electric vehicles or plug-in hybrid vehicles is prohibited.

Motorcycles and Recreational Vehicles

Motorcycles, motor scooters, and mopeds (gas and electric) are not to be operated or parked on sidewalks for any reason. Electric mobility devices used by persons who are mobility impaired are exempt from this regulation.

Motorized vehicles that are not street-legal are considered by the University to be recreational vehicles (e.g., snowmobiles, certain ATVs, mini motorcycles, etc.) and may not be operated or stored on university property or in any university building or student residence.

Street-legal RVs are prohibited from overnight parking, as is camping on campus without prior authorization and a permit issued by the University of Mary Campus Safety and Security Department.

Trailers, whether towed by a vehicle or parked independently, are prohibited from parking within the University of Mary parking system without a permit and permission from the University of Mary Campus Safety and Security Department. Trailers may be required to park in designated areas only.

Bicycles are not required to be registered with the University but, when not in use, are required to be parked at cycle racks provided on campus. Bicycles are prohibited from being secured to trees, shrubbery, or signposts. Bicyclists are reminded that sidewalks are for the primary use of pedestrians. Cyclists should use caution and courtesy when riding on the sidewalks.

Snow Removal

To facilitate snow removal, vehicles parked in lots where overnight parking is prohibited are subject to being ticketed and may be towed and impounded at the owner's expense. For other parking lots, Campus Safety and Security will collaborate with the Office of Physical Plant to notify students and employees via email of the times when snow removal is scheduled to occur. Students and employees will be asked to temporarily remove vehicles from the lots where snow removal is taking place. Vehicles that are not removed may be ticketed and/or towed and impounded at the owner's expense.

Special Event Parking

The University reserves the right to use parking lots for special event parking. On the occasions when this occurs, and when parking spots are significantly affected, the University will announce special directions for parking for students and employees via email. Vehicles not in compliance may be ticketed and/or towed at the owner's expense.

Licensed, Street Legal Vehicle Requirement

Only those vehicles licensed by the appropriate state and local authorities may be operated or park on university property.

Vehicle Must be Maintained in Good Working Order

All vehicles operated or parked on university property must be maintained in proper operational order. The owner/operator of a vehicle which becomes stalled or disabled must notify the University of Mary Campus Safety and Security Department immediately. Otherwise, the owner/operator will be held accountable for any citation(s) issued to the vehicle or for any impoundment or towing related fees. Vehicles considered abandoned or inoperable by the University will be towed and impounded at the owner's expense.

Safety

Safety is a high priority at the University of Mary. All persons who operate a vehicle on university property are granted the privilege to do so with the understanding that the vehicle will be operated in a safe manner. Reckless driving, speeding, driving off the established roadways or any other behavior that puts others or property at risk is strictly prohibited. Violators are subject to being ticketed and/or to other sanctions that may include suspension of the individual's right to operate or park a vehicle on university property. In the case of a student, student conduct action up to expulsion may also apply. In the case of an employee, disciplinary action up to suspension or termination may apply.

All drivers are responsible for cooperating with and complying with the University's traffic control efforts. This includes signs, barriers, traffic cones, speed bumps, and personnel directing traffic. Disregarding any of the above is strictly prohibited. This includes driving around, moving, or running over traffic control devices.

Responsibility for Accidents

Drivers who have accidents on university property should immediately notify Campus Safety and Security by calling 701-355-8000. By law, the driver is also responsible to notify the owner of any vehicle or property damaged in the accident. There may also be a responsibility to notify law enforcement officials. Leaving the scene of an accident (hit and run) is strictly prohibited. Violators are subject to being ticketed, fined, and/or to other sanctions as is deemed to be appropriate. In the case of a student, student conduct action is possible up to suspension or expulsion. In the case of an employee, discipline up to suspension or dismissal is possible.

University Vehicles

Individuals authorized to operate a university-owned vehicle are responsible to comply with the University's parking and traffic safety policies. Violators are subject to being ticketed and the supervisors of violators will be informed.

In the case where extenuating circumstances exist, and where it is necessary for an employee to operate or park a university-owned vehicle in a manner contrary to the University's regulations, the Office of Physical Plant will notify the Campus Safety and Security Coordinator in advance.

Tickets and Fines

The Campus Safety and Security Department is authorized by the University to enforce the University's parking and traffic safety regulations. A ticket is a notice that a violation has occurred. The ticket may indicate a monetary fine has been imposed for the violation. Fines must be paid within 60 days.

In the case of a student, the fine will be automatically applied to the TransAct student account. If a student has not paid the fine within 60 days, a Campus Safety and Security hold will be placed on the student's account, which will make the student ineligible to register for classes. In the case of an employee, after 60 days the employee's vice president will be notified.

Payment may be made in person by cash, check, or credit card at the University of Mary Business Office, located in the lower level of the Benedictine Center for Servant Leadership in Room #401 during business hours (Monday – Friday from 8 a.m. until 4:30 p.m.). Payments may also be made online by credit card or check by going to your TransAct student account portal located at my.umary.edu.

Persons with four or more unpaid fines may lose the privilege to operate or park a vehicle on university property, and their vehicle may be towed and impounded at the owner's expense, or an immobilization boot may be placed on the violator's vehicle.

Appeals

Anyone issued a citation has the right to an administrative appeal. All appeals must be submitted to the Campus Safety and Security Department within seven (7) days from the date the ticket was issued. The form to use for appeals is available online at umary.edu/parking appeals.

The following situations are not considered valid reasons for an appeal:

1. Ignorance of the Parking Rules and Regulations
   It is the driver's responsibility to be familiar with the university's parking and traffic safety rules and regulations.
2. I have parked here before and did not receive a citation.

The absence of a citation for previously parking in an unauthorized location does not constitute permission for continued or future parking in that area.

3. Being Late
   It is the driver's responsibility to plan their schedule so there is sufficient time to park appropriately in his/her assigned location. Teaching a class or being late for a class, test, or meeting are not valid reasons to violate the University's parking rules and regulations.
4. I Was in Violation "For Only A Few Minutes"
   Short-duration violations are still violations. It is not practical to monitor the amount of time a vehicle is in violation before issuing a ticket.
5. Another Person Used my Vehicle
   The permit holder is responsible for violations. If he/she is fined as a result of allowing another person to use his/her vehicle, he/she will need to resolve the matter privately with that person.
6. No Available Parking Space in my Preferred Lot
   A parking permit does not guarantee the holder a parking space in his/her preferred parking lot. When a lot is full, it may be necessary to park in another location designated for the color of permit he/she holds. Members of the community are responsible for knowing the different locations where they are eligible to park.
7. No Permit
   All motor vehicles operated or parked on university property must be registered with the Campus Safety and Security Department (with the exception of guests and visitors). At the start of each semester, Campus Safety and Security will offer a grace period of a day or two to allow time for new students and employees to register their vehicles and obtain a permit to display on their vehicle.
8. Did Not See the Signs or Line Markings
   It is the driver's responsibility to note and comply with all posted signage, notices, and line markings.
9. Did Not Receive a Written or Digital Copy of the Violation
   Within two or three days, violators will also receive an email notification of the violation from Campus Safety and Security. Students and employees are responsible for all emails sent to their university account.
10. Vehicle Malfunction
    Drivers who experience a vehicle malfunction and cannot move their vehicle (for example, out of a lot that prohibits overnight parking) must report their vehicle as disabled to Campus Safety and Security immediately at 701-355-8000, 24 hours a day, 7 days a week.

TABLE OF COMMON PARKING VIOLATIONS AND FINES

Violation No.	Description	Fine
1	Parking in mobility-impaired zone	$100 (as stipulated by state law)
2	Parking in a fire lane	$50
3	Failure to display a valid University of Mary parking permit **or** display of inactive parking permit in addition to a valid permit	$50
4	Parking in a no parking zone	$50
5	Cycle/bicycle not parked in a designated space	$25
6	Improperly displayed, affixed, non-valid, or mutilated decal	$25
7	Wrong color permit for lot	$25
8	Removing/disregarding a barricade or barrier	$50
9	Obstruction of a trash container	$30
10	Parking or driving off a roadway	$50
11	Reckless driving, excessive speed	$50
12	Stop sign violation	$50
13	Overnight parking in non- overnight parking lot	$25
14	No permit/unregistered vehicle	$50
15	Parked in visitor/reserved parking spot	$50
16	Parking outside designated parking space/double parking	$25

Approved
10 February 2021 by the President of the University
11 March 2021 by the Board of Trustees
18 March 2021 delivered to the University Senate
20 July 2022 revised by the President's Council
20 July 2022 approved by the President of the University
1 August 2023 revised by the President's Council

1 August 2023 approved by the President of the University
6 March 2024 revised by the President's Council
7 March 2024 approved by the Executive Committee of the Board of Trustees
15 July 2026 revised by the President's Council