2015-2016 Parking & Traffic Regulations
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Section 1: INTRODUCTION AND GENERAL INFORMATION

The St. Louis College of Pharmacy Office of College Services exists to provide leadership to the St. Louis College of Pharmacy community in striving for a safe and secure environment in which all community members can live, learn and work.

With a community service approach, we strive to identify and institute programs, methods and approaches that will enhance the protection of persons and property, the prevention of crime and the enforcement of College policy. A truly safe campus can only be achieved through the cooperative efforts of all students, faculty, staff, and other stakeholders.

By coordinating the College's efforts in cooperation with local law enforcement agencies, the Office of Public Safety can achieve its commitment to the community to serve, protect and assist. The St. Louis College of Pharmacy Parking and Traffic Regulations have been designed to facilitate the safe and orderly flow of traffic, to provide maximum use of parking areas, to facilitate access for emergency vehicles and to promote pedestrian, cyclist, and vehicular safety. The office of Parking, Transportation and Access Services has been given the responsibility and authority to enforce all regulations set forth herein.

St. Louis College of Pharmacy reserves the right, with probable cause, to search all vehicles and issue citations, tow or immobilize-at the registered owner’s expense-any vehicle that is in violation of the established traffic and parking regulations. Furthermore, the College reserves the right to obtain vehicle registration information through the Missouri Department of Revenue in order to identify unregistered vehicles on campus. All costs associated with this process will be assigned to the registered vehicle owner.

St. Louis College of Pharmacy reserves the right to request vehicles with issued parking permits to vacate the assigned lots or spaces for necessary parking lot maintenance/repairs and snow removal. Additionally, the College reserves the right to restrict and/or temporarily close any campus roadway or parking area for special events.

St. Louis College of Pharmacy reserves the right to interpret these regulations and to revise them-in whole or in part- as needed. The AVP for College Services, or his/her designee, is authorized to temporarily suspend any provision(s) of these regulations if he/she determines-in his/her discretion-that such action is necessary to permit the proper conduct of College business.

All persons operating a motor vehicle on campus are responsible for reading and adhering to these regulations.

Section 2: PERMIT REQUIREMENTS & PARKING GARAGE DESIGNATIONS

All parking areas on campus are considered the private property of St. Louis College of Pharmacy. All persons wishing to park on campus must register their vehicle with the Office of Public Safety, properly display a valid parking permit on their vehicle and abide by these regulations. Unregistered vehicles may be subject to fines and/or look-up fees through the Missouri Department of Revenue.

Receipt of a parking permit does not guarantee the availability of a specific parking space on campus. Parking on College property is at the owner's risk and St. Louis College of Pharmacy assumes no responsibility for loss or damage to any vehicles parked on College property, or personal property left within, on or around such vehicles. Revenues collected for parking permit fees contribute to the maintenance, improvements and additions to existing parking areas and the regulation of parking and traffic throughout campus.
Parking permits expire when:

- Indicated by the date printed on the permit.
- Ownership of the vehicle changes.
- Parking privileges are revoked.
- State motor vehicle registration is cancelled or becomes invalid.
- A student withdraws or graduates from St. Louis College of Pharmacy.
- A faculty or staff member is no longer employed by St. Louis College of Pharmacy.

Parking permits are issued for the exclusive use of the person applying for the permit. **Permits are not transferrable from person to person.** The sale of permits to other individuals, as well as altering a valid permit or displaying a copied/fraudulent permit, is strictly prohibited. Persons who knowingly acquire, use, or display a parking permit not consistent with their current status may be subject to citations, disciplinary action and/or revocation of parking privileges.

It is the responsibility of all permit holders to promptly notify the Office of Parking, Transportation and Access Services of any change(s) in name, address, telephone number, license plate number and/or make, model and color of their registered vehicle. When a vehicle change occurs, it is the responsibility of the permit holder to update the new vehicle information online at the Office of Parking, Transportation and Access Services website. If you are unable to return the original permit when the replacement is issued you will be charged the full price for the replacement permit.

Parking permits remain the exclusive property of St. Louis College of Pharmacy. As such, the College reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and flagrant non-compliance of the St. Louis College of Pharmacy Parking and Traffic Regulations. Parking permits are designated for specific parking garages and areas within. Unless otherwise authorized in these regulations or expressly approved by the Office of College Services, faculty, staff and visitors are expected to keep their vehicles in their assigned garages/areas at all times during normal operating hours (7am – 3pm, Monday - Friday). All faculty, staff and students on campus are required to obtain a permit to park a motor vehicle on campus. Only one parking permit will be allowed per person. Vehicles must be registered with the Office of Parking, Transportation and Access Services in order to obtain a permit.

**Parking Permits Options:**

**Full-time Student Permits**

There are two full-time parking options: the new garage on Duncan Avenue, one block east of campus, or the STLCOP garage located on Children’s Place. The cost to park in the STLCOP garage will be $85 per month for 10 months, and the new Duncan garage will be $70 per month for 10 months. Parking selection will occur annually each spring.

**Part-time Student Permits (evenings & weekends only)**

In addition to the full-time option, an evening/weekend parking option is available to STLCOP students. The evening parking/weekend option allows for parking in either garage from 3pm until 7am each weekday and weekends from 3pm on Friday until 7am on Monday. The rate for the evening/weekend parking is $75 per semester.

**Summer Student Permits**

The cost to park in the STLCOP garage will be $25 per week for the summer months. Parking selection will occur annually each spring. Students working for the College over the summer will receive free parking during the summer term in which they are employed.
Rotating Student Permits
The cost to park in the STLCOP garage will be $25 per week during the weeks of the rotation. Parking must be coordinated through the Office of Parking, Transportation and Access Services.

Faculty & Staff Permits
There are parking options: the new garage on Duncan Avenue, one block east of campus, or the STLCOP garage. Parking in the Duncan garage will be free. Staff and faculty who would like to park in the STLCOP garage will be charged $1,000 per year, or $83.33 per month. The charge for parking will be deducted from faculty/staff pay, pre-tax.

Mortar and Pestle Permits
Mortar and Pestle Society members can choose to park in designated spaces in the STLCOP garage for $500 per calendar year. The cost for new Mortar and Pestle Society members will be $1,500 per year, which includes parking. Parking selection for staff and faculty will occur annually each spring.

Temporary Permits
When it becomes necessary for a permit holder to drive an alternate vehicle they must obtain a temporary permit or replacement permit, depending on the length of time the alternate vehicle will be in use on campus. Permit holders who drive more than one vehicle on an alternating basis will be dealt with on a case-by-case basis and must contact the Office of Parking, Transportation and Access Services.

Motorcycle Permits
For situations where a motorcycle is a primary means of transportation (no other vehicle used) then the student or employee can register the motorcycle online when requesting specific parking needs for the year. If the motorcycle is a secondary means of transportation, then the permit holder must have a primary vehicle registered with the Office of Parking, Transportation and Access Controls. The permit holder is required to contact the Office of Parking, Transportation and Access Services to register and receive a STLCOP motorcycle tag with a permit number that corresponds to the primary vehicle.

Visitor Permits
Visitors and guests coming to campus must register their vehicle at the Security Base Station located in the STLCOP garage and display a valid visitor permit. A visitor permit allows the driver to park in any “Visitor” space on campus if it is available. If space is not available, then the registered visitor can park in any available space in the STLCOP garage, excluding the Mortar & Pestle spaces. Parents and grandparents are allowed to park free of charge in the STLCOP garage while visiting their child/grandchild. All other visitors will be charged $1 per hour or $5 for the day. Students hosting visitors are responsible for familiarizing their guests with the St. Louis College of Pharmacy Traffic and Parking Regulations. Visitors are required to abide by these regulations while driving or parking on campus. Students are responsible for their guests' vehicles while on College property. All fines resulting from violations will be assessed to the responsible student’s account.

- PLEASE NOTE: Students that wish to park on campus, but have not registered with the Office of Parking, Transportation and Access Services, will only be allowed to park in the STLCOP garage from 3pm – 7am Monday through Friday at the rate of $1 per hour or $5 per day.

Unless otherwise authorized in these regulations or expressly approved by the Office of College Services permit holders are restricted to parking in their designated garage during normal operating hours (7am – 3pm, Monday – Friday). All STLCOP permit holders are able to park in the STLCOP garage between 3pm and 7am during weekdays and weekends from 3pm on Friday to 7am on Monday. Permit colors correspond with the following assignments:

- **Yellow Striped Hangtag**
  Students with a valid yellow striped permit may park in the Duncan Garage during normal operating hours.
- **Red Striped Hangtag**
  Students with a valid red striped permit may park in the STLCOP Garage during normal operating hours.

- **Black Striped Hangtag**
  Students with a valid black striped part-time/evening permit may park in the STLCOP garage or the Duncan Garage after normal operating hours. Normal operating hours are considered to be 7am – 3pm Monday through Friday.

- **Yellow Hangtag**
  Faculty and staff with a valid yellow may park in the Duncan Garage during normal operating hours.

- **Red Hangtag**
  Faculty and staff with a valid red permit may park in the STLCOP Garage during normal operating hours.

- **Purple Hangtag**
  Faculty and staff with a valid purple permit may park in the Mortar and Pestle sections of the STLCOP garage at any time. If a Mortar and Pestle space is not available the permit holder may park in any of the available spaces.

- **Blue Hangtag**
  Mobility impaired faculty, staff and students with a valid blue permit may park in the ADA sections of STLCOP garage at any time.

- **Visitor Hangtag**
  Visitors with a valid visitor permit may park in the visitors section of the STLCOP garage if space is available. If space is not available, the visitor can park in the other available spaces in the STLCOP garage (excluding the Mortar and Pestle spaces).

All hangtags must be clearly displayed on the rearview mirror of the permit holders registered vehicle. A vehicle with an improperly affixed permit will be subject to citation. Hangtags are provided at no cost; however, lost or damaged permits will be replaced for $10. Any faculty, staff or student with outstanding parking fines will not be issued a hangtag until fines are paid.

- **Motorcycle Tag**
  Faculty, staff and students with a valid STLCOP motorcycle tag will be allowed to park in their assigned garage during normal operating hours. The tag must be prominently displayed on the gas tank of the motorcycle.

**Special Event Visitor Parking**
St. Louis College of Pharmacy often hosts events open to the public, such as concerts, guest speakers and athletic games. When these events are held in the evening or on a weekend, these visitors do not require a parking permit. For larger events occurring during the day, event placards may be distributed in advance or at event registration. Departments or organizations hosting a special event during regular business hours (i.e. Monday through Friday, 7:00am to 3:00pm) must schedule the event through the Event Management System (EMS), complete the guest parking section of the form. Special parking accommodations cannot be guaranteed but will be arranged when possible.

**Student Athlete Parking**
St. Louis College of Pharmacy coaches and athletes that are typically permitted to park in the Duncan garage are only allowed to park in the STLCOP garage during normal business hours for games that require travel away from campus. Coaches and athletes permitted to park in the Duncan garage are not permitted to park in the STLCOP garage before 3pm Monday – Friday for normal practice sessions on or near campus.
**Guests of Departments or Staff/Faculty**

College offices and departments hosting visitors are responsible for obtaining a visitor’s parking permit for their guest(s) and familiarizing their guests with the St. Louis College of Pharmacy Traffic and Parking Regulations. Guests are required to abide by these regulations while driving or parking on campus. A visitor’s permits for guests may be obtained from the Office of Parking, Transportation and Access Services, preferentially two business days in advance when possible.

**Section 3: MOBILITY-IMPAIRED PARKING**

Persons with mobility impairments wishing to park on campus must register their vehicle with the Office of Parking, Transportation and Access Services and display a valid STLCOP permit. Only those vehicles properly displaying a valid, state-issued disabled license plate or parking placard (i.e. hanging tag) are allowed to park in spaces designated for this purpose. A state-issued disabled license plate or parking placard is issued by one's State of legal residence. St. Louis College of Pharmacy does not grant any form of special permission or permit allowing a vehicle to park in a designated mobility-impaired space without the necessary and properly displayed license plate or placard. Citations will be promptly issued for all violators not adhering to these statutes.

Missouri law (301.142.1 RSMo) defines “physical disability” as listed below:

- The person cannot ambulate or walk 50 feet without stopping to rest due to a severe and disabling arthritic, neurological, orthopedic condition, or other severe and disabling condition.
- The person cannot ambulate or walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device.
- The person is restricted by a respiratory or other disease to such an extent that the person’s forced respiratory expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 mm/hg on room air at rest.
- The person uses portable oxygen.
- The person has a cardiac condition to the extent that the person’s functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association.
- The person is blind as defined in Section 8.700, RSMo.

As a reminder, displaying a Permanent Disabled Placard and parking in a disabled parking space by a person not transporting the individual to whom the placard was issued is an infraction punishable by a fine of not less than $50 or more than $300. Fraudulent application, renewal, procurement, or use of a Permanent Disabled Placard is a Class A misdemeanor punishable by a fine not to exceed $1,000 and/or imprisonment for a period not to exceed one year. Cases of this nature will be turned over to either Judicial Affairs or Human Resources for appropriate disciplinary follow-up.

**Disability License Plate (Blue Hangtag)**

Persons with a qualifying disability may apply for a disability license plate through the Missouri Department of Revenue Branch Office. To be eligible for a disability license plate, the condition must be permanent.

**Permanent Disability Parking Placard (Blue Hangtag)**

Permanent disability parking placards are blue and are valid for four years, expiring on the applicant's birthday. To obtain a permanent placard, you must have a disability that is not expected to improve. A permanent placard may be obtained at any Missouri Department of Revenue Branch Office. The application must be completed by the applicant and a physician, chiropractor, optometrist, physician's assistant or nurse practitioner.

**Temporary Disability Parking Placard (Blue Striped Hangtag)**

Temporary disability parking placards are blue striped and are issued for one to six months. To obtain a temporary placard, you must have a disability that is expected to improve. A temporary placard may be obtained
at any Missouri Department of Revenue Branch Office. The application must be completed by the applicant and a physician, chiropractor, optometrist, physician's assistant or nurse practitioner. Temporary placards cannot be renewed. If the placard expires and the disability still exists, a new application completed by a physician, chiropractor, optometrist, physician's assistant or nurse practitioner is required.

Temporary Parking Reassignment for Medical Conditions
Temporary parking reassignments will be considered for those individuals with a short-term, mobility-impairing medical condition. All requests for a temporary reassignment to another parking lot must be approved by the AVP for College Services, or his/her designee. A physician’s written verification of the existing medical condition will be required for all requests extending beyond five business days. Likewise, this status will only apply to those individuals who properly display their valid St. Louis College of Pharmacy parking permit.

- PLEASE NOTE: Without a state-issued disabled license plate or placard, use of a designated disabled parking space cannot be authorized.

Section 4: REQUEST NOT TO TICKET

Any student, staff, or faculty member who experiences a temporary change in their primary registered and permitted vehicle (e.g. temporary use of a substitute or rental vehicle) for 48 hours or less must contact the Security Base Station for a Request Not to Ticket. For periods exceeding 48 hours, individuals must register the vehicle and receive a temporary permit. The Security Officers will not grant a Request Not to Ticket (RNTT) to park in mobility-impaired spaces, fire lanes, walkways, sidewalks or in such a way that blocks/impedes traffic.

Section 5: GENERAL TRAFFIC & PARKING REGULATIONS

Parking and traffic regulations are enforced 24 hours a day, 7 days a week, 365 days a year (including periods when classes are not in session). All persons operating a motor vehicle on campus should thoroughly read and understand the following regulations to avoid possible violations:

General Traffic Regulations
- All persons operating a motor vehicle on campus are required to comply with the St. Louis College of Pharmacy Parking and Traffic Regulations and the Missouri Vehicle Code.
- The term "motor vehicle" as used herein shall include: automobiles, pickup trucks, station wagons, Sport Utility Vehicles (SUVs), motorcycles, mopeds and motorized scooters.
- St. Louis College of Pharmacy is private property, therefore there is no “thru” traffic allowed.
- The following vehicles are not permitted on campus:
  - Off-Road Motorcycles
  - All-Terrain Vehicles
  - Privately owned and unauthorized golf carts and/or other non-licensed vehicles (e.g. dune buggies and go-karts)
  - Trailers (absent advance permission from the AVP for College Services)
  - Recreational Vehicles (absent advance permission from the AVP for College Services or his designee). All Recreational Vehicles must be self-contained as there are no hook-ups available.
- All persons operating a motor vehicle on campus are required to observe and obey the **15 mph speed limit and all stop signs, regulatory postings and instructions of Security Officers.**
- No motor vehicle shall remain stopped, parked, or standing—whether attended or unattended—upon a
campus roadway in a position so as to obstruct the normal movement of traffic or in a condition so as to create a hazard to other traffic upon the roadway.

- Vehicles may not be left idling on campus for longer than 5 minutes. Vehicles exceeding this time limit may be cited.

- Motor vehicles may only be operated on authorized roadways or parking areas.

- Operating a motor vehicle on campus while intoxicated or impaired by drugs or alcohol is illegal and strictly prohibited. Cases of this nature will be referred to Judicial Affairs or Human Resources for disciplinary action; however, the College reserves the right to contact local law enforcement agencies to enforce applicable laws.

- All motor vehicle accidents occurring on campus must be reported promptly to Security Base Station at 314-446-SAFE (7233). Accidents involving personal injury will also be reported to local law enforcement.

- **Pedestrians have the right of way at all times!** Pedestrians are urged to use designated walkways and crosswalks to ensure their safety.

- Sidewalks and walkways are restricted to pedestrian and motorized wheelchair use only. Driving on sidewalks and walkways is prohibited with the following exceptions:
  - Emergency vehicles responding to any occurrence where it is necessary to render aid or assistance to any person(s) in jeopardy, or where a risk of substantial damage to property exists. College Services vehicles will be considered emergency vehicles when responding to these types of situations.
  - Service vehicles are authorized to drive and park on restricted sidewalks as necessary to gain access to work sites for delivery of work-related materials. Service vehicles driving on sidewalks and walkways shall yield the right of way upon encountering pedestrian traffic. All contract construction/service vehicles entering the campus must be escorted on and off the campus by members of Security Services at all times.
  - Security Officers may drive on any sidewalk and walkway at any time as may be necessary to provide service. Security Officers driving on sidewalks and walkways shall yield the right of way upon encountering pedestrian traffic.

**General Parking Regulations**

- All motor vehicles operated on campus must be registered with the Office of Public Safety.

- Unless otherwise authorized in these regulations or expressly approved by the AVP for College Services or his/her designee, all persons using St. Louis College of Pharmacy parking facilities **MUST** display the appropriate parking permit, properly affixed, at all times. Parking permits are designated for specific parking lots. Vehicles may be parked only in those parking areas authorized for that vehicle. Vehicles may not be parked in any area other than one designated for parking (i.e. within the bounds of a defined parking space). Parking on the grass, sidewalks or any other College grounds not designated as a legitimate parking area is strictly prohibited, except for service vehicles.

- Parking in loading dock areas, with the exception of maintenance and service vehicles, is strictly prohibited.
Parking in fire lanes, garage entrances, dumpster areas, crosswalks and any temporarily barricaded areas is strictly prohibited.

Fire lanes are areas, paved or unpaved, that permit fire equipment and other emergency vehicles to come as close to a building as possible. Fire lanes are also areas within 15 feet around a fire hydrant or a stand pipe connection. All access roads and campus walkways are-by definition-fire lanes. Neither parking nor standing is permitted in a fire lane. While the College will attempt to mark all fire lanes (i.e. painted yellow curbs and/or yellow diagonal lines), lack of such marking will not relieve a violator of responsibility for illegally parking. Any vehicle parked in a fire lane is subject to towing at any time. Parking is prohibited on all campus roads at all times.

Parking in spaces designated for the mobility impaired-without a state issued license plate or placard-is strictly prohibited.

A motor vehicle must be within the designated boundaries (i.e. painted lines) of a single parking space. The fact that other vehicles may be parked improperly does not constitute an excuse for parking any part of the vehicle outside the designated boundaries.

Motor vehicles may not double-park or park in any position which prevents adjacent vehicles from exiting their legal parking space.

Any vehicle failing to vacate assigned garages or spaces for necessary parking maintenance/repairs and snow removal will be subject to citation and vehicle removal at the registered owner’s expense.

Any area that has been closed off by the use of barricades, signs, cones or other control devices must not be entered. Unauthorized entry of this area will be considered a violation subject to citation and vehicle removal at the registered owner’s expense.

The use of emergency hazard lights (i.e. “flashers”) will not excuse illegal parking.

Placing handbills, flyers or other advertisements on vehicles parked on St. Louis College of Pharmacy property is expressly prohibited.

**Section 6: ENFORCEMENT CONSIDERATIONS**

All persons operating a motor vehicle on campus should anticipate and consider the following circumstances. Failure to comply may result in a citation and/or towing of the vehicle at the owner’s expense.

**Abandoned Vehicles**

St. Louis College of Pharmacy reserves the right to tow vehicles that remain on College property in an inoperative, derelict or abandoned condition for ninety (90) days and/or vehicles that are not in compliance with state regulations. Any vehicle parked on College property without a license plate and valid registration will be treated as abandoned and removed from campus. Reasonable effort will be made by the Office of Parking, Transportation and Access Services to contact the owner prior to removal. The cost of removal will be charged to the registered owner.

**Neighborhood Parking**

St. Louis College of Pharmacy is dedicated to maintaining a positive relationship with its neighbors. One point of contention in this relationship has been members of the STLCOP community parking their vehicles on
surrounding property and garages. Please respect the College's neighbors by parking on campus rather than on our neighbor’s property. If you do park on our neighbor’s property without permission you will run the risk of being cited, and having your motor vehicle booted or towed. You are responsible for reconciling all affiliated fees and fines.

**Special Parking Arrangements**

At times, it may be necessary to restrict or alter parking on campus. Severe weather and/or College-sponsored events may require the reallocation of parking resources at any given time. In the event that garage designations must be changed, the STLCOP community will be notified of these changes at the earliest date possible. This notification will take place via parking bulletins posted on academic buildings and residence halls, as well as on the St. Louis College of Pharmacy internal website, www.mystlcop.edu. All students, faculty, staff and visitors are expected to comply accordingly. Failure to comply with this request may result in a citation and/or towing of the vehicle at the registered owner’s expense.

**Winter Weather & Snow Removal**

During the winter months it may be necessary to prohibit vehicles from parking on certain levels of the garages for snow removal or general safety considerations. All students, faculty, staff and visitors are expected to comply accordingly. Failure to comply with this request may result in a citation and/or towing of the vehicle at the registered owner’s expense.

**Section 7: VIOLATIONS & FINES**

Persons not complying with the St. Louis College of Pharmacy Parking and Traffic Regulations are subject to citations and assessment of appropriate fines and penalties.

The person in whose name a vehicle is registered according to records maintained by the College is responsible for violations involving that vehicle, even when driven by other individuals. A **$10** fee will be accessed to the registered vehicle owner if the College is required to obtain state vehicle registration information through the Missouri Department of Revenue in order to identify the registered owner of any vehicle on College property.

Parking citations are placed on the windshield of the motor vehicle. Motor vehicles without windshields (motorcycles, motor scooters or mopeds) will have citations placed near the gas tank. Placement of the citation constitutes legal delivery. After placement is completed, the citation is the responsibility of the registered vehicle owner.

Motor vehicles parked illegally are eligible to be cited for the same violation after 24 hours have passed. Individuals that acknowledge that they have been cited by receiving a citation (viewing the citation) and do not move their vehicles are subject to being cited again. Cited vehicles must be moved immediately to a valid garage/parking space. Individuals cited for a violation who then move their vehicle to another illegal space are eligible to be cited again immediately.

Citation fines are automatically forwarded to the Business Office in Jones Hall for collection. Fines are assessed to the student or faculty/staff. Accepted forms of payment are cash, check or credit/debit card. Unpaid parking fines are considered unpaid financial obligations to the College. Failure to satisfy any outstanding parking fines and penalties may result in complaints being issued against the registered owner of the vehicle through the Judicial Affairs or Office of Human Resources.

All fines and penalties collected by St. Louis College of Pharmacy are deposited in the College's Parking and Safety Fund and redistributed by the College to defray the cost of updating and maintaining the parking areas and lighting on campus.

Monetary fines are itemized on all citations and are subject to change without notice. Below are some examples:
Speeding/Reckless Driving
The garages have a posted speed limit to maintain a safe environment for pedestrians and other motorists. The determination of excess speed is subject to the Security Officer’s reasonable perception and discretion; an actual rate of travel is not required. Reckless driving is driving with a wanton disregard for the personal safety and/or property of others. Speeding and reckless driving endangers the safety of all and will be strictly enforced. If this violation is observed by a Security Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be mailed directly to the registered owner of the vehicle.

Obstructing Roadway
Motor vehicles may not be parked, while running or not, in such a manner that blocks or impedes the flow of traffic. Vehicles that block or impede the flow of traffic endanger both pedestrians and the occupants of other motor vehicles.

Fire Lane/Hydrant
Parked a motor vehicle in a fire lane is strictly prohibited. Fire lanes are areas, paved or unpaved, that permit fire equipment and other emergency vehicles to come as close to a building as possible. Fire lanes are also areas within 15 feet around a fire hydrant or a stand pipe connection.

All access roads and campus walkways are by definition fire lanes. Neither parking nor standing is permitted in a fire lane. While the College will attempt to mark all fire lanes (i.e. painted yellow curbs and/or yellow diagonal lines), lack of such marking will not relieve a violator of responsibility for illegally parking.

Any vehicle parked in a fire lane may be subject to citation or towing at the registered vehicle owner’s expense at any time.

Handicap Zone
Only those vehicles properly displaying a valid, state-issued disabled license plate or parking placard hanging tag) are allowed to park in a designated disabled parking space.

Failure to Stop
ALL motor vehicles are required to stop completely at ALL stop signs and to proceed with caution. Stop signs have been placed in areas of high pedestrian traffic. Failing to stop endangers the safety of all and will be strictly enforced. If this violation is observed by a Security Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be mailed directly to the registered owner of the vehicle.

No Parking Zone
Motorists may not park their vehicles in posted "No Parking" zones at any time. A No Parking Zone is defined as an area or space that, either through the designation of signs, barricades, or cones, is unable to be parked in. Additionally, vehicles may not be parked on sidewalks, walkways, grass areas or paths. Dumpster and loading dock areas are used by College personnel on a daily basis. Vehicles that impede access to these areas are subject to citation.

Improper Parking
Vehicles parked outside of designated spaces, and over boundary lines may be subject to citation. Vehicles must be parked between painted parking space lines. Vehicles occupying more than one space may be subject to citation. Vehicles that are parked partly on pavement and partly on grass may also be subject to citation.

Reserved/Special Permit
Certain spaces in the garages on campus are specifically reserved for a group of people or one person in particular. These areas are designated with a “Reserved” sign. The only vehicles that are authorized to park in these spaces are those that properly display a valid special permit. Failure to display a valid, properly
affixed/displayed special permit may result in a citation being issued.

**Violating Posted Restrictions**
Parking is permissible in designated areas and spaces ONLY. Posted restrictions are intended to designate a parking lot or space for a specific purpose (e.g. 45-minute visitor parking, 15-minute loading zones). Failure to observe posted restrictions may result in a citation being issued. The absence of posted restriction or vandalized signs does not constitute a valid excuse for parking in any restricted space or zone.

**No Permit/Expired Permit**
Individuals who fail to display a valid, current, and properly affixed permit are subject to this citation. A $10 fee will be accessed to the registered vehicle owner if the Office of Parking, Transportation and Access Services is required to obtain state vehicle registration information through the Missouri Department of Revenue in order to identify the registered owner of any vehicle on College property.

Motor vehicles failing to display a valid permit after being identified through the Missouri Department of Revenue are subject to removal from College property at the registered owner’s expense.

**Not Assigned Garage/Area**
Parking permits are designated for specific parking garages and areas within. Unless otherwise authorized in these regulations or expressly approved by the Office of Parking, Transportation and Access Services, students, faculty, staff and visitors are expected to keep their vehicles in their assigned lots at all times. Failure to do may result in a citation being issued.

**Improperly Displayed Permit**
All hangtags must be clearly displayed on the rearview mirror or dashboard of the permit holders registered vehicle with the face of the permit clearly facing the windshield. A vehicle with an improperly displayed permit will be subject to citation.

**Other**
Any violation or other infraction not specifically covered by the aforementioned categories.

**Section 8: VEHICLE IMMOBILIZATION & TOWING POLICY**

St. Louis College of Pharmacy reserves the right to tow or immobilize (i.e. “boot”) - at the registered owner’s expense—any vehicle that is in violation of the established parking and traffic regulations.

**Vehicle Immobilization Policy**
Vehicles are subject to citation and immobilization (i.e. “booting”) without notice by the Office of College Services for the following reasons:

- Persistent and flagrant violations of the St. Louis College of Pharmacy Parking and Traffic Regulations (i.e. vehicles receiving more than five (5) citations within a year).
- Unregistered vehicles receiving three (3) or more citations within a year.

In the event that a vehicle is immobilized (i.e. "booted"), a notice will be affixed to the vehicle (usually on the front and driver’s-side window) advising the operator to contact the Office of Public Safety. Immobilization devices may only be removed by the Office of Public Safety. **DO NOT ATTEMPT TO MOVE THE VEHICLE.** St. Louis College of Pharmacy assumes no responsibility for damage caused if the vehicle is moved while the immobilization device is in place. Additionally, the unauthorized removal or attempted removal of the immobilization device may result in damage to the device and/or the vehicle. Repair and/or replacement costs of the immobilization device resulting from the unauthorized removal or attempted removal of the device will be the
responsibility of the registered vehicle owner. St. Louis College of Pharmacy assumes no responsibility for any
damage that may result from placement and/or removal of any immobilization device.

In order to have the immobilization device removed, violators will be required to pay according to the fee
schedule below and a portion of all outstanding fines. Payment must be made at the Office of Parking,
Transportation and Access Services. Accepted forms of payment are cash or check. After payment is completed,
the immobilization device will be removed by a Security Officer. The vehicle must be removed from the area at
the time the immobilization device is removed.

- **PLEASE NOTE:** Each subsequent time the vehicle is observed parked on campus in violation of the
  Parking and Transportation Regulations, it will be immediately immobilized.

**Towing Policy**

Vehicles are subject to citation and towing without notice by a local towing agency for the following reasons:

- Parking in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or
  operation of emergency equipment. Examples include, but are not limited to the following areas: fire
  lanes, traffic lanes and sidewalks.
- Parking in such a way that restricts access to service areas, loading docks or dumpsters.
- Parking in handicap designated spaces without a state-issued disabled license plate or placard, or
  blocking handicap access.
- Abandoned vehicles; vehicles are considered abandoned after remaining immobile or inoperable for 90
days.
- Failure to immediately move a vehicle upon notification from the Office of Parking, Transportation and
  Access Services or Security Services.
- Emergency situations deemed necessary for the safety and welfare of the STLCOP community.
- Persistent and flagrant violations of the St. Louis College of Pharmacy Parking and Traffic Regulations
  (i.e. vehicles receiving more than eight (8) citations).

In the event the owner or authorized operator of the vehicle should appear after the towing agency has been
called and before such towing equipment has removed the vehicle, the appropriate service fees shall be paid
before such vehicle shall be released whether or not any labor has been performed to the removal of the vehicle.
Fines and towing costs are the responsibility of the registered vehicle owner. The towing agent is responsible for
the safe transport of towed vehicles. St. Louis College of Pharmacy assumes no responsibility for damage to any
vehicle as a result of towing.

**Section 9: HABITUAL OFFENDERS**

Persons receiving three or more parking citations per academic year are considered habitual offenders and are
subject to increased penalties and fines and reporting to either Judicial Affairs or Human Resources. Students
with outstanding citations/violations will not be allowed to register for the next semester.

**Fines Escalation and Notification per Academic Year:**

- First citation/violation - $25
- Second citation/violation - $25
- Third citation/violation - $25; contact Judicial Affairs or Human Resources
- Fourth citation/violation - $50 contact Judicial Affairs or Human Resources
- Fifth citation/violation - $75 contact Judicial Affairs or Human Resources
The appeal process is as follows:

- Sixth citation/violation - $75 fine + $25 boot removal fee = $100 total
- Seventh citation/violation - $100 + $25 boot removal fee = $125 total
- Eighth citation/violation - $125 + $25 boot removal fee = $150 total
- Ninth citation/violation and beyond - $125 + all applicable towing fees

Section 10: APPEALS PROCESS

Any person who feels that a citation was issued in error may contest the citation by filing an appeal. Key members of the College community are the body responsible for reviewing appeals.

The appeal process is as follows:

1) The appeal form and citation must be received by the Office of Transportation, Parking and Access Services within five (5) business days of the date the citation was issued. Late appeals will not be considered.

2) Appeal forms can be obtained directly from the Office of Transportation, Parking and Access Services office or online at the office website. Persons seeking an appeal must complete the appeal form in its entirety. Appeals are processed on a bi-weekly basis while school is in session.

To send your appeal by U.S. Mail, address the envelope as follows:

St. Louis College of Pharmacy  
C/o Office of Transportation, Parking and Access Services  
4588 Parkview Place, St. Louis MO 63110

To send your appeal electronically, E-mail the completed form to Sandy.Scott@stlcop.edu.

Section 11: REVOCATION OF CAMPUS DRIVING & PARKING PRIVILEGES

The use of a motor vehicle on College property is a privilege, not a right. St. Louis College of Pharmacy has the authority to revoke or restrict the campus driving and parking privileges of any person at any time for just cause relative to violations of any and all parking and traffic regulations. Campus driving and parking privileges are commonly revoked for the following reasons:

- Committing an egregious traffic violation including, but not limited to: speeding, reckless driving or otherwise operating a motor vehicle in a manner that endangers the safety and welfare of others, driving on sidewalks, grass or other non-roadways and operating a motor vehicle while intoxicated or impaired.
- Accumulation of ten (10) citations.
- Intentionally altering and displaying a copied/fraudulent parking permit.
- Selling or transferring a parking permit for display on a vehicle other than for which it was registered.
- Use of a lost or stolen permit.
- As a result of a disciplinary hearing or sanction imposed by Judicial Affairs and/or Human Resources Department.

Revocation or restrictions will be determined by the St. Louis College of Pharmacy Administration.

Persons found driving or parking on campus following revocation of such privileges will be subject to additional fines and vehicle immobilization (i.e. “booting”). Continued violations may also result in complaints being issued against the registered owner of the vehicle through Judicial Affairs and/or Human Resources Department.
Revocation of campus driving and parking privileges includes forfeiture of paid parking permit fees; permit fees are nonrefundable.

**Section 12: SPECIAL SERVICES**

The Office of Public Safety is also responsible for providing support services tailored to meet the needs of the St. Louis College of Pharmacy community. Some of these services include:

**Motorist Assistance**

The Office of Public Safety operates a 24-hour motorist assistance program. This program includes services for vehicle lock-outs and battery jump starts. A liability waiver must be signed prior to services being rendered. Proof of ID and/or ownership is required at the time the service is rendered.

**Flat Tires**

For safety and liability concerns, Security Officers are prohibited from assisting individuals with the inspection or changing of a flat tire. It is the owner/operator's responsibility to arrange for such services. The Office of Public Safety will, however, be more than happy to provide contact information for a towing service to assist.

**Escort Service**

Faculty, staff and students are encouraged not to walk alone on campus or surrounding areas after dark. From 6:00 p.m. to 2:00 a.m., students, faculty and staff can contact the Security Base Station at 314-446-SAFE (7233) to request an escort to and from locations located within a 3-mile radius of campus. In most cases, the escort provided will be a mobile escort; however, depending on staffing, the location of the escort, and availability of Officers, an Officer may provide a walking escort. This is entirely at the discretion of the Security Officer(s) on duty. In most cases, Security Officers are able to respond to escort requests within 5-10 minutes. Periodically, situations arise that may delay an Officer’s response time. Students will be advised by the Officer at the Security Base Station of any expected delays. If you have been waiting 10 minutes and were not advised of a delay, please contact the Base Station again. Security Officers will never neglect to provide a requested escort that has already been agreed upon.

- **PLEASE NOTE:** The escort service is provided to ensure student and employee safety. It is also intended for students and employees going to and from on-campus locations. Healthy, able-bodied students and employees are expected to walk to and from locations on campus and adjacent to campus, regardless of weather conditions. Students with vehicles on campus are expected to use their vehicles for their own transportation needs. Security Officers will not provide escorts to restaurants, grocery or retail stores, or parties.

Students going off-campus should take responsibility for their own safety and ensure that they have appropriate transportation to and from campus. The Director of Public Safety or supervising Officer may make an exception to this policy in cases of extreme need.

**Cab Service**

St. Louis College of Pharmacy has an agreement with St. Louis County & Yellow Cab Company where the fees for cab service to and from campus may be charged to your campus account. All cab rides to and from campus MUST be coordinated through the Security Base Station in the STLCOP garage. For a ride from campus, go to the Security Base Station, present your STLCOP ID and the Security Officer will call to dispatch a cab to campus. If you are coming from an off campus location, such as the airport or the train station, call the Security Base Station at 314-446-SAFE (7233) with your name and STLCOP ID number for verification, a call back number and your exact location, and they will call to have a cab dispatched to your location. A voucher must be filled out by the Security Officer on duty and he/she will hand it to the cab driver for completion and signature by the student upon arrival to campus or prior to departure from campus. All fees related to the fare, including...
gratuity if desired, will be charged to your campus account. If you contact the company directly for service, you will be responsible for direct payment of the fare. If you would like a cab ride and do not want to charge your account, the Security Officer at the Base Station can call to dispatch a cab and you will be responsible for direct payment of the fare. All drivers with St. Louis County & Yellow Cab Company are extremely knowledgeable of the St. Louis Metro area, professional, courteous and required to be licensed by the Metropolitan Taxi Cab Commission.

Medical Escorts
Mobile escorts are available to St. Louis College of Pharmacy students, faculty and staff who may be experiencing a mobility-impairing medical condition. Contact the Security Base Station at 314-446-SAFE (7233) for more information. The Security Base Station should be contacted immediately at 314-446-SAFE (7233) for all medical emergencies. Security Officers will transport students and employees to an appropriate medical facility for medical treatment. Additionally, students are responsible for arranging transportation to medical appointments and to pick up prescriptions at off-campus locations.

Section 13: PARKING SAFETY TIPS

Vehicle break-ins and vandalism are a national problem, as well as an occasional problem on campus. Take action to safeguard yourself and your vehicle:

- Lock all doors and windows after parking.
- If available, secure the vehicle with an electronic alarm.
- Do not leave valuables in plain sight. Unoccupied vehicles should have valuable items removed at all times.
- If you park your car—but do not use it regularly—check on it daily.
- When driving, keep your doors locked.
- Always remain alert when in parking areas.
- If you believe that you are being followed, do not drive to your parking area. Instead, drive to the Security Base Station or a place where there are many people and immediately notify Security Officers on duty.
- Promptly report any campus lights or other maintenance/grounds-keeping concerns that may require immediate attention.
- Immediately report any persons behaving suspiciously and/or other unusual circumstances on College property to the Security Base Station.
- Immediately report any vehicle break-ins or property damage to the Security Base Station.