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	Effective Date: July 5, 2016	
POLICY & PROCEDURE MANUAL	Required Review: Executive Council	
	Reviewed: Parking Planning Committee	
Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/>	Revised: May 15, 2017	
Title: Parking Permits Information and Definitions	Responsible Position: Security Supervisor	
	Approval Requirements: Executive Council	

PURPOSE: To provide a comprehensive policy establishing eligibility and allocation guidelines for parking spaces managed by Touro University Nevada (TUN). The demand for parking at TUN exceeds its supply. Eligibility and allocation policies are designed to maximize the use of this limited resource to benefit all users of TUN’s parking facilities. This policy is consistent with maximizing scarce resources in accordance with TUN strategic priorities.

SCOPE: This policy applies to all TUN employees, students, residents, fellows, visitors, service vehicles, patients, vendors, and tenants occupying space on property owned, leased, or controlled by Touro University Nevada.

POLICY:

All vehicles parking on campus must have a license plate/temporary permit and a vehicle identification number (VIN) correctly displayed. **All vehicles must be registered with TUN in order to use a TUN parking permit.** All motorized vehicles must have a valid TUN parking permit associated with their license plate and it must be properly displayed in the lower, right of the front windshield (passenger’s side) in order to ensure TUN Security that the car is allowed to be parked on TUN property. The permit must be visible to a person outside the vehicle. Vehicles must be parked so that a valid license plate or temporary permit is clearly visible from the drive lane immediately adjacent to their parking space. Motorcycles, scooters, and mopeds must be registered in TUN’s parking management system, Rydin to utilize campus parking. Permits may be transferred between vehicles registered to the same owner provided the vehicle and license plate is registered for use with the permit.

All individuals parking at TUN must comply with all signage and written policies which are enforced as posted. Vehicles must be parked in authorized spaces. An authorized parking space consists of two painted lines and the vehicle must be parked between the two painted lines. Vehicles may not be parked in striped areas. Striped areas are usually located at the end of parking rows. Stripes are close together indicating that parking is prohibited in that area. Parking spaces are intended for occupancy by a single vehicle. In the event that two or more vehicles are parked in violation of this stipulation, and, provided it can be determined which

vehicle originally occupied the parking space, citations will be issued to the other occupants of said parking space.

Parking permits are only valid for the period of time and location designated on the parking permit or in the parking policies. Expired permits are to be removed at the time of expiration. Employee permits are not valid for use by students; student permits are not valid for use by employees. Each faculty/staff or student who purchases a permit will receive a color coded, numbered, and bar coded parking sticker designated to their parking spaces. All vehicles must display a valid, current year parking permit. Parking permits will change annually.

Each faculty/staff, student, visitor, patient, etc. parking on TUN property must park in the designated spaces or they will be subject to being ticketed and/or towed as defined in this policy. Senior Provost, Provost, Dean Emeritus, and Dean parking is restricted to those individuals 24 hours each day 365 days a year.

All faculty/staff parking spaces will be designated as such by a stencil "FACULTY/STAFF". Faculty/Staff permit colors differ from student permit colors. Those eligible to purchase a Faculty/Staff permit shall not purchase, lend, or otherwise provide any student (including a family member who is a student) or non-university person a Faculty/Staff permit. Faculty/Staff parking permits provide employees access to parking areas that might not otherwise be available to students or non-university persons. These parking areas are limited in number and location.

Employees on an approved TUN leave of absence retain their rights to their space. If such employees vacate their space during their leave, they may begin parking once they have notified the Security Supervisor in writing upon their return. TUN may elect to re-permit their parking space to another eligible employee for the period during which the primary tenant is not parking.

Only vehicles displaying a valid, state issued handicap plate or placard are permitted to park in handicap spaces. Due to state law, TUN reserves the right to ticket for improper use of handicap parking spaces. The state issued permit can be obtained at any state motor vehicle office. Faculty/Staff or students who acquire a disabled accessible permit and have the designated placards are able to park in any available accessible space that is not marked specifically for visitors. TUN will have designated accessible parking spaces for visitors only and employees and students shall not park in these designated spaces or they will be issued a citation.

All patient parking spaces are located near the Touro Health Center and the Touro Center for Autism and Developmental Disabilities entrances and are marked accordingly. Patient parking spaces are reserved for patients only. Patient parking spaces are reserved 24 hours a day meaning that ONLY patients of the Touro Medical Center can park in the designated area. Medical residents assigned to work in the Touro Health Center may purchase a faculty/staff permit. The types of permits available for purchase are as follows:

- Faculty/Staff Annual
- Student Annual

Parking for two-wheeled and three-wheeled motorcycle, scooter, and moped vehicles are required to be registered in TUN's parking management system, Rydin. All motorcycle, scooter, and moped vehicles must be parked in designated spaces for motorcycles, scooters and mopeds. A motorcycle cannot park in a designated automobile parking space. If a motorcycle is found parked in a designated automobile parking space they will be ticketed. Motorcycle, scooter, and moped vehicles are not permitted to park on sidewalks, at the entrance of the buildings, or inside any university building.

Speakers, actors, adjunct professors, etc. are not eligible to purchase a parking permit. They are allowed to park on either the street or in visitor parking.

An emergency response vehicle may be any 2, 3, or 4 wheeled vehicles responding to an emergency call for fire, law enforcement, or the immediate preservation of life or property. Emergency response vehicles including ambulance, fire, and police vehicles may park **anywhere** on campus at any time when responding to an emergency. Vehicles are not permitted to stop, park, or leave standing any vehicle at designated fire lanes painted by a red curb or red paint on the roadway.

If your vehicle fails to operate and you are forced to park illegally, please notify TUN security immediately at (702) 358-6701 or extension 007 from a campus phone. If the owner does not have the vehicle repaired or towed within a reasonable time (not to exceed 24 hours) the vehicle may be towed at the owner's expense. Inoperable vehicles, in No-Parking, accessible, or other restricted zones may be towed immediately. No individual shall abandon, wreck, dismantle, or render inoperable any vehicle nor shall any vehicle be repaired on campus property with the exception of jump starting a dead battery or fixing a flat tire. An abandoned vehicle is any vehicle that is left in one location on campus without the prior approval of Campus Security for a continuous period of more than 72 hours. Parking permits will be invalid when the permitted vehicle is no longer operable under its own motor power and remains stationary in excess of three consecutive days. Use of any motor vehicle in any campus area as a living space or for overnight sleeping is prohibited.

Lost or stolen permits must be reported to Campus Security immediately. Any citations issued up to that time will be charged to the original permittee. Vehicles found displaying a permit that has been reported as lost or stolen will be issued a citation for use of a lost or stolen permit and will be towed. Anyone found displaying, using, or selling a lost or stolen permit will lose the privilege to purchase a parking permit for 12 consecutive months. Students will be referred to the Dean of Student Affairs for violations under the Student Conduct Code for engaging acts noted in this paragraph. Faculty and staff are also subject to disciplinary action up to and including termination for engaging in acts noted in this paragraph.

New License Plates. TUN Security shall be notified within one week of issuance of new license plates for any permitted vehicle.

Crosswalks. No vehicle shall be parked on any marked or otherwise indicated crosswalk on the University campus.

Sidewalks. No vehicle shall be parked on any paved or unpaved sidewalk without written permission.

Fire Hydrants. No vehicle shall be parked within fifteen (15) feet of any fire hydrant or fire alarm box on the University campus.

Driveways. No vehicle shall obstruct, or be parked in or across any driveway, whether paved or unpaved, on the University campus.

Excavations. No vehicle shall be parked to interfere with or impede the movement of construction equipment or be parked in construction areas without proper permits.

Double Parking. No vehicle shall be parked or allowed to stand upon a street or other traveled way on the roadway side of another vehicle which is lawfully parked at the curb of said street or traveled way.

Obstruction of Traffic. No vehicle shall be parked in a lane of traffic so as to obstruct such traffic, nor shall any other action be taken which will impede the smooth and steady flow of traffic.

Entrances to Buildings. No vehicle shall be parked in a manner so as to block the entrance to any building or so as to impede the easy access to such building for emergency, handicap, and service vehicles.

Large Vehicles and Campers. Vehicles more than twenty-one (21) feet in length may be required to park in areas especially designated by the Parking and Transportation Services Department. It shall be the responsibility of the driver of such a vehicle to contact Parking and Transportation Services for parking instructions prior to arrival on campus.

Parallel Parking. No vehicle shall be parked on the campus on a roadway other than parallel with the edge of the roadway, headed in the direction of traffic, except in those areas which are specifically marked otherwise.

Parking within Markers. No vehicle shall be parked in such a manner that it is on or overlaps any parking lines which are marked on the surface of the parking lots or designated areas, or any street to roadway.

No-Parking Zone. No vehicle shall be parked in an area which has been designated as a no parking or stopping area. All areas NOT specifically marked for parking are NO PARKING ZONES. These include red zones and fire hydrants, as well as any other means of parking a vehicle which causes damage to University property, obstructs traffic, or creates a safety hazard.

Intersections. No vehicle shall be parked within twenty (20) feet of an intersection or any paved or unpaved roadway on the University campus.

Unattended Vehicles. No vehicle shall be parked with the motor running, without the brakes set, or on a hill without the wheels turned toward the curb.