ARTICLE I  General Information; Definitions

A. Introduction

In order to maintain a safe and operationally efficient High Point University (HPU) campus, parking must be controlled. To standardize control, parking regulations have been promulgated by the University Security Department through the office of the Director of Security & Transportation (hereafter referred to as Director) and have been approved by University administration. The Security Department reserves the right to modify these traffic regulations and re-designate parking lots and/or spaces as necessary without notice.
B. Definitions
a. **Student**: Anyone enrolled in any class or program at High Point University. This also includes Graduate and EDP students and persons who are not enrolled for a summer session but attended HPU during the previous spring semester and/or are enrolled to attend during the fall semester.

b. **Staff**: Non-faculty employees of HPU (excluding Transportation and Security, hourly, non-exempt employees) and management staff of HPU Auxiliary partners, and Cornerstone Student Health staff.

c. **Faculty/Academic Staff**: Persons assigned teaching responsibilities at HPU.

d. **Vendor/Contractor**: Persons who regularly park on campus who are contracted to work on campus, who are not operating a clearly, company-identified vehicle, and who do not qualify as “Restricted Staff.”

e. **Visitor**: Persons who are not a student, faculty, a vendor/contractor or staff but have legitimate purpose to park on campus for an occasional or temporary period.

f. **Restricted Staff**: Hourly members of specified support services and Security/Transportation departments that are required to park in specified lots.
   - Staff that work at the Village shall park in the southern-most spaces south of the Village Grille (closest to the church).
   - North College Administration building staff shall park in the front of the building.
   - Staff that work at the NC Townhomes shall park in spaces closest to the building’s SE corner (near dumpsters).
   - Staff that work at the NC Bistro shall park in spaces along North College closest to the fence line.
   - Staff that work on main campus shall park in Lot B.

C. **Liability**
High Point University assumes no responsibility for damage to a vehicle, or the contents therein, while parked or while being operated on campus.
D. **Geographic Applicability**

These provisions shall apply to all persons residing, parking and/or operating motor vehicles on High Point University property and contiguous streets.

E. **Enforcement Periods**

Parking regulations, except where specifically excluded herein, are enforced 24 hours a day, seven days per week, and apply all year, including registration, graduation, break periods, recesses, holidays and summer, whether school is in session or not.

F. **Permissible Locations**

Parking is permitted in marked/defined parking spaces only with the exception of bicycles. A “parking space” is defined as a paved area designated by painted parallel lines on either sides, or a line on one side and a curb on the other. Parking on any grass, gravel or natural area is prohibited other than sign-approved areas. The University strives to control parking with minimal signage as to not distract from the campus beauty. The absence of “No Parking” signs or curb paint does not indicate that parking is permitted.

G. **Responsibility**

Students, faculty and staff are responsible for their visitors and will be held financially responsible for HPU parking/traffic citations issued to family members or friends who use their registered vehicles.

H. **Disabled Vehicles: Duty to Report**

Any person experiencing difficulty with a vehicle that is disabled or malfunctioning must notify campus security at the time of the malfunction. The calling party may be required to furnish written or other proof to security that the vehicle is actually disabled. Drivers are required to remain with any vehicle that becomes disabled in the roadway or travel lane until Security can assess the impact on traffic flow. Such vehicles may be subject to immediate relocation. Notes affixed to a disabled or malfunctioning vehicle without security verification are not an affirmative defense for improper parking.

I. **Campus Access**

The University is opened to the public between the hours of 6a-10p seven days a week. During these hours vehicles may enter campus and park without an HPU permit. Persons/vehicles entering between the hours of 10p-6a seven days a week must present an HPU Passport to enter campus or must be an invited guest and must display an HPU visitor parking permit if parked during said hours.
ARTICLE II  Motor Vehicle Registration Required

A. Mandatory Registration

All students, faculty, staff, vendors and contractors are required to register their vehicles with Security. Contractors/Vendors driving clearly well marked company vehicles are not required to register their vehicles. Other registration required:

B. Visitor Parking Permits

Overnight visitors must obtain a two-day Visitor hang-tag parking permit (no charge). A “visitor” is defined as anyone who has no direct affiliation with the University through academic enrollment or employment. Visitor permits shall be hung on the rearview mirror with the number facing the windshield. Visitor permits are not required for day-time visitors that are parked in Visitor or 15/30/60 Minute spaces or during large special events. Visitors can be registered online and permits can be obtain from the University Center Security Service Center (SSC) 24/7.

C. Temporary Parking Permits

A seven-day temporary hang-tag parking permit may be issued at no charge to anyone who is required to register his/her vehicle. Temporary permits shall be displayed on the rearview mirror of the vehicle with the tag number facing the windshield. A Temporary parking permit may only be issued twice for the same vehicle or to the same person within 90 days of the first issuance. Extenuating circumstances will be evaluated on a case by case basis.

D. Service & Delivery Permits

A Service & Delivery hang-tag is available from the Director’s office to those with a need to park privately owned vehicles near buildings while conducting University business.

E. Special Parking Permit

A Special, temporary hang-tag is available from the Director’s office to those who have unique circumstances. Parking privileges, location and duration shall be determined on the merits of the need.
F. **Decal Placement**
Two decals shall be displayed on all four-wheeled vehicles. The larger of the two decals is to be adhered to the rear exterior of the assigned vehicle using the supplied adhesive. It must be applied so the decal is clearly visible when standing 10 feet directly behind the center of said vehicle. The smaller decal is to be adhered to the vehicle so that it is clearly visible when standing 10 feet directly in front of the vehicle. Motorcycles and all two-wheeled vehicles that are required to be state registered shall display the small decal on either front fork. Any variation of application must be approved in writing by the Director. Applying said decal(s) is confirmation that one has agreed to abide by all HPU parking terms and conditions.

G. **Cycle Decals**
Bicycles and any other cycle-type vehicles that do not require state registration are encouraged to be HPU registered. A cycle decal is complementary and does not expire.

H. **Decal Transfers**
Use of the decal(s) on any vehicle other than the one to which it was assigned carries both a monetary penalty and a Misconduct referral to Student Life if a student is the violator.

I. **Vehicle Registration Procedures**
Vehicle registration or re-registration for students, faculty and staff begins online at [http://community.highpoint.edu](http://community.highpoint.edu). Enter vehicle information by clicking on the Vehicle Registration section on the main page of the Bb Community system. Vendors/Contractors* must register their vehicles in person at the security office located at the North College Administration Building. After hours visitors may register their vehicles in person when entering campus at any welcome center.

*Exception: Auxiliary partners will furnish vehicle information to their respective management who will register their employees.

J. Once vehicle data is submitted, registration is completed by obtaining the parking decal at the North College Administration building or SSC. A valid HPU Passport must be presented to receive decals. In order to receive a vehicle decal, all persons must provide verifying documentation of vehicle ownership. If the vehicle has not been previously registered, an original state-issued vehicle registration must be presented in order to receive a decal with the exception of scooters and mopeds (as defined by North Carolina law).
K. Vehicles, with the exception of scooters and mopeds (as defined by North Carolina laws), must display a valid license plate.

L. During select, special events, vehicle registration may not be required.

M. Decals are valid for 15 months from May 1 through Aug. 31 of the following year.

N. **Handicapped Authorization**: The Handicapped Parking Policy, in compliance with the Americans with Disabilities Act, requires that campus handicapped spaces must be regulated in accordance with guidelines prescribed by the State of North Carolina. Displaying an unauthorized handicap hang-tag/plaque may result in its being confiscated and a judicial hearing. HPU does not issue handicap parking permits. Violators are subject to both a campus HPU parking/traffic citation and a city citation.

O. **Registration Decals Are Not Transferable**: The parking decal must be displayed on and attached to the exterior of the vehicle to which it was assigned.

P. **False Registration**: Any and all parties involved in false registration are subject to monetary fines, Student Life judicial review (if student) and the loss of parking privileges. Any alteration or attempt to alter a decal or permit, or the use of any permit or decal issued to another, or to deceive an enforcement officer by obstructing or hiding said decal, is a violation of registration regulations and may constitute an honor code violation.

**ARTICLE III   Parking Spaces/Areas**

A. **Parked Vehicle**: A parked vehicle is defined as one that is stationary regardless of occupancy whether the vehicle is or is not running.

B. **Reserved**: Parking spaces with the designation “RESERVED” are for faculty and staff, and are enforced M-F from 7a to 5p.

C. **Visitor**: Parking spaces designated as “VISITOR” are for persons who are not required to have their vehicle HPU registered, e.g., future students/family, prospective business partners and official University guests. Visitor parking spaces are reserved 24 hours a day seven days a week.

D. **Student Health Reserved**: Spaces in the lot between Wilson and Millis residence halls marked as “Student Health Employee” are for staff assigned to the Student Health Center M-F from 7a to 5p.
E. Student Health Student: Spaces marked as “Student Health Student” are for students who are visiting the Student Health Center M-F from 7a to 5p. Proof of SHS attendance is an affirmative defense for a parking HPU parking/traffic citation received in said spaces.

F. 15/30/60 Minute Only: Spaces marked as “15/30/60-Minute Only” are for temporary parking by anyone with the exception of vendors. Such spaces are enforced M-F from 7a to 5p. Vendors and Service & Delivery vehicles may not park in these spaces.

G. Service and Delivery: Spaces marked for “Service and Delivery Only” are reserved 24 hours a day, seven days a week for University, service and delivery vehicles only.

H. Temporarily Restricted/Coned-off: Any space or spaces that have been blocked or cordoned-off by, or under the authority of, the Security Department.

I. Security/Transportation: For police, security and transportation vehicles only and are reserved 24 hours a day.

J. Loading/Unloading Zone: Must be in the act of loading or unloading. Any vehicle unattended for more than 15 minutes shall be considered “parked”.

K. Student Only: Any space or spaces that have been marked as “Student Only” by signs or markings.

L. Admissions: Any space or spaces that have been marked as “Admissions” by signs or markings. These spaces are reserved for incoming students and are reserved 24 hours a day.

ARTICLE IV Decal Fees

The first vehicle decal is free of charge for all students, staff, restricted staff and faculty. Charges for subsequent decals:

A. Students: Each subsequent decal will incur a $500 charge. Decal charges may be waived if the student provides proof/evidence that the prior decals are no longer in use. Acceptable proof/evidence includes old decals (returned in any condition), bill of sale and insurance documents. Students are permitted to register up to two vehicles.

B. Faculty/Staff/Restricted Staff: Faculty, Staff and Restricted Staff is permitted to register up to two vehicles at no charge.
ARTICLE V Violations/Fines

A parking space is not guaranteed near where one works, resides or attends class. A lack of a convenient, permissible parking space, or being late for an appointment or class, is not a tenable cause to park improperly. The display of hazard lights does not exempt one from these regulations.

A. If a HPU parking/traffic citation is marked with “Warning,” no remittance is required; however, the citation will be registered into the database.

B. $30 Offenses:

   a. Failure to register a vehicle
   b. Unauthorized parking or driving on any grassy area, sidewalk or patio, parking on a curb or other restricted/unmarked area
   c. Parking in a space designated as “RESERVED” by a non-staff or non-faculty member outside of permitted hours/days
   d. Parking or leaving any motor vehicle in any travel portion of a street or parking lot.
   e. Parking on or obstructing a walkway or driveway
   f. Parking on the wrong side of the street (parking so that the front of the vehicle is facing oncoming traffic within the same traffic lane)
   g. Parking in any zone other than those authorized by permit
   h. Parking over 15/30/60-minute limit in designated zone parking space
   i. Improper display of decal(s)
   j. Unauthorized display of a visitor’s permit or a temporary permit
   k. Parking in a fire lane or within 15 feet of a fire hydrant
   l. Parking in a space or spaces that have been blocked or cordoned-off by, or under the authority of, the Security Department
   m. Parking in a Loading/Unloading zone
   n. Parking outside (tire(s) outside white line) of space. (It is not an affirmative defense to claim a vehicle in a contiguous space caused this violation)
   o. Encroachment or parking in a manner that causes the vehicle to occupy any portion of two or more parking spaces simultaneously
   p. Contractors parking in or around University circles
   q. Miscellaneous violations

C. $50 Offenses:

   a. Handicapped zones.
D. Moving Violations/HPU parking/traffic citations: Moving violations are defined as any act of reckless or negligent driving including driving in excess of 15 MPH, driving in the wrong direction on a one way street, failure to yield, failure to stop for stop signs, failure to stop at a security checkpoint, failure to bear right at circles, and failure to follow the direction of an officer or sign.
   a. First offense: $75
   b. Second offense: $100
   c. Third offense: $200 and revocation of campus driving/parking privileges

E. $250 Offenses:
   a. Failing to stop at a security check point: $250

F. A vehicle that remains in violation for 24 hours shall constitute a separate violation and is subject to additional HPU parking/traffic citations and/or vehicle relocation or towing.

G. A vehicle that remains in a 15/30/60-minute parking space is subject to an additional HPU parking/traffic citation every hour said vehicle remains in violation.

**Article VI Vehicle Immobilization Process of Enforcement and Recovery (VIPER)**

A. Vehicles that have five or more unpaid HPU parking/traffic citations are subject to vehicle immobilization (VIPER).

B. Once VIPER is applied, all outstanding fines must be paid to the Cashier’s office (cash, certified funds or student accounts) prior to removal. Registration may be required, if previously unregistered, to have the vehicle released. In the event that the Cashier’s office is closed, those HPU parking/traffic citations not posted to the student account may be paid online via credit card.

C. A vehicle that has been subject to VIPER shall be towed three business days from the date and time the VIPER was applied. Towing and impound fees shall be the responsibility of the vehicle owner/operator.
Article VII  Towing

A. Towing may be authorized by the Director or his/her designee when, in their sole discretion, it is determined:
   a. A traffic hazard exists, or
   b. Said vehicle is blocking another vehicle from movement, or
   c. Vehicle location is impeding construction or repair attempts, or
   d. Three calendar days following a VIPER application.

Article VIII  Fine Payment

A. Methods of Fine Payment: (Passports may not be used to pay parking fines)
   a. Cashier’s Office in Roberts Hall during normal office hours: Cash, Check, Credit Cards (except Visa)
   b. Online at Bb Community: Credit Cards
   c. US mail (to the Cashier’s Office): Check
   d. Note: Automatic transfers from student accounts occur several times per semester, thus no student action is required.

Article IX  Appeals

HPU parking/traffic citations may only be appealed online and not by phone, email or in person.

A. HPU parking/traffic citations may be appealed via an online process at www.highpoint.edu/parking. Appeals must be submitted within seven days of the receipt of a HPU parking/traffic citation. The appeal should include a detailed description of why the HPU parking/traffic citation should be considered improper or invalid. Appeals submitted beyond seven days of the time and date of the HPU parking/traffic citation will not be accepted.
B. The Appeals Officer, will review the written appeal and may:

a. Grant the appeal and forgive the violation
b. Reduce the fine
c. Deny the appeal

C. If the appeal is denied by the Appeals Officer, the appellant may appeal to the Board of Appeals within seven days of notice of denial. Said board shall consist of one student, one security member and one staff or faculty member. The Board of Traffic Appeals shall meet monthly or as needed. The decision of the Board of Traffic Appeals is final. The Board may:

a. Reverse the decision of the Appeals Officer, and forgive the violation
b. Reduce the fine
c. Deny the appeal