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ARTICLE I  General Information

A. Introduction

In order to maintain a safe and operationally efficient High Point University (HPU) campus, parking must be managed appropriately. To standardize control, parking regulations have been published by the University Security Department through the office of the Director of Security & Transportation (hereinafter referred to as “Director”) and have been approved by University administration. The Security Department reserves the right to modify HPU’s traffic regulations, parking lots, and/or spaces as necessary without prior notice.

B. Definitions

a. AVI: Automated Vehicle Identification; a radio frequency identification (RFID) device used to (pre-vet) a motor vehicle entry to campus.
b. **Student:** Person enrolled in any class or program at High Point University. This includes Graduate students and persons who are not enrolled for a summer session, but attended HPU during the previous semester and/or are enrolled to attend during the fall semester.

c. **Staff:** Non-faculty employees of HPU and management staff of HPU Auxiliary partners.

d. **Faculty:** Persons assigned teaching responsibilities including Adjuncts, as well as Academic Deans, Vice Presidents and the President.

e. **Vendor/Contractor:** Persons who are contracted to work on campus, who are not operating a clearly, company-identified vehicle, and who do not qualify as “Auxiliary partners.”

f. **Guest:** Persons who are not students, faculty, staff members, auxiliary partners or vendor/contractors but have legitimate purpose to park on campus for a temporary period of time.

g. **Auxiliary Partners:** Hourly members of resident, contractors that are required to park in specified lots.
   1. Staff that work at the Aldridge Village shall park in the southern-most spaces south of the Village Grille (closest to the church).
   2. North College Administration building staff shall park in the front of the building.
   3. Staff that work at the NC Townhomes shall park in spaces closest to the building’s SE corner (near dumpsters).
   4. Staff that work at the Silver Line Diner shall park in spaces along North College closest to the fence line.
   5. Staff that work on main campus shall park in Lot C.
   6. Wanek Center “late night” (off-duty after 2am) staff, may park in the north end of lot EE and shall enter on Panther Drive at Farriss Ave.

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.
E. **Enforcement Periods**

Parking regulations, except where specifically excluded herein, are enforced 24/7, 365 days a year. This includes registration, graduation, break periods, recesses, holidays and summer, whether school is in session or not. **However**, 30 Minute, RESERVED, FACULTY, GUEST, Student Health Services and ADMISSIONS lots/spaces are only enforceable M-F, 7am-5pm when school is in session.

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, or natural area is prohibited. The absence of “No Parking” signs or curb paint does not indicate 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 mechanical 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 proof (written or otherwise) 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 allowable defense for improper parking.**

I. **Campus Access**

The University is opened to the public between the hours of 6am-10pm seven days a week. During these hours vehicles may enter campus and park without an HPU permit, in any non-illuminated, ADMISSIONS space or any undesignated/unmarked space. Persons/vehicles entering between the hours of 10pm-6am seven days a week must present a valid HPU AVI-registered vehicle, or 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.

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**ARTICLE II Motor Vehicle Registration Required**

A. **Mandatory Registration**
All students, faculty, staff, vendors and contractors are required to register their vehicles with Security at either the Wanek Center security desk (24/7) or the North College Administration building (M-F, 8am -5pm). Contractors/Vendors driving clearly well marked company vehicles are not required to register their vehicles. Other registration required:

B. **Guest Parking Permits**
Overnight guests must obtain a two-day Visitor hang-tag parking permit (no charge) from any welcome center. Please see Article I.F for the definition of “visitor.” Visitor permits shall be hung on the rearview mirror with the number facing the windshield. Visitor permits are not required for day-time guests that are parked in undesignated, **GUEST**, 30 Minute spaces or during large special events. Guests can be registered online and permits can be obtained from the Wanek Center Security Service desk, 24/7.

C. **Temporary Parking Permits**
A seven-day temporary 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 or dashboard 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 (North College Administration) to those with a need to park privately owned vehicles near buildings while conducting University business. They are valid for one hour increments from M-F, 7am-5pm, with no time duration restrictions outside said hours.

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 a case-by-case basis.

F. **HPU Decal Placement**
1) Two HPU 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 registered vehicle. The smaller decal is to be adhered to the inside front windshield, near top center so that it is clearly visible when standing 10 feet directly in front of the vehicle.

2) Motorcycles and all two-wheeled vehicles that are required to be state registered shall display the small decal on left front fork. Any variation of application must be approved in writing by the
Director. Application of said decal(s) is confirmation that vehicle registrant has agreed to abide by all HPU parking terms and conditions.

G. Bicycle Decals
Bicycles and any other cycle-type vehicles that do not require state registration are encouraged to be registered with the University Security. 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) and may result in loss of campus driving/parking privileges.

I. Vehicle Registration Procedures
1. Vehicle registration or re-registration for students, faculty and staff is available online at www.highpoint.edu/parking. Once logged in 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 supervisor who will register their employees.

2. Once vehicle data is submitted, registration is completed by obtaining the parking decal at the North College Administration building or the Wanek Center security desk. A valid HPU Passport must be presented to receive decals. In order to receive a vehicle decal, parties registering vehicles must provide documentation verifying 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).

3. Vehicles, with the exception of scooters and mopeds (as defined by North Carolina laws), must display a valid state license plate.

4. Decals are valid for as long as the student is currently enrolled or employee, ancillary partner or contractor or vendor is currently employed by, or contracted with, HPU. Decals will be electronically expired, thus null and void following disenrollment or employment/contract separation.
J. **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.

K. **Registration Decals Are Non-Transferable**: The parking decal(s) must be displayed on and attached to the vehicle to which it was assigned, in accordance with Article II.F.

L. **False Registration**: Any and all parties involved in false registration may be subject to monetary fines, Student Life judicial review (if party is an enrolled 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 running or not.

B. **Reserved**: Parking spaces with the designation “RESERVED” are for faculty and staff, and are enforced Monday through Friday, 7am to 5pm.

C. **Admissions & Guest**: Parking spaces designated as “Admissions” or “Guest” 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.

D. **Student Health Reserved**: Spaces in the lot between Wilson and Millis residence halls marked Student Health Services are for students who are being seen in the clinic from M-F from 7a to 5p. Vehicles must be relocated immediately follow said visit.

E. **Faculty**: For faculty only, enforced Monday through Friday, 7am to 5pm

F. **30 Minute**: Spaces marked as 30 MINUTE are for temporary parking by anyone. However, if vehicle is required to be HPU registered and is not, it is subject to an Unregistered parking citation.
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 and select personally operated vehicles. S & D spaces are restricted to one hour increments M-F, 7am-5pm.

H. **Temporarily Restricted/Coned-off:** Any space(s) that have been blocked or cordoned-off by Security.

I. **Security/Transportation:** For police, HPU security and transportation vehicles only. Reserved 24/7.

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

K. **Unmarked/Undesignated:** Available for students and visitors (not required to be registered) only. Faculty, Staff and Auxiliary partners may not park in undesignated spaces.

**ARTICLE IV   Decal Fees**

The first vehicle decal is complimentary for all students, staff and faculty. Below are the charges for subsequent decals:

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

B. **Faculty:** Each subsequent decal is complimentary. Faculty are permitted to register up to two vehicles.

C. **Staff:** Each subsequent decal is complimentary. Staff are permitted to register up to two vehicles.

D. **Auxiliary Partners:** Each subsequent decal is complimentary. Auxiliary partners are permitted to register up to two vehicles.

**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 improper parking.

A. If a HPU parking/traffic citation is marked “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 any 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.
   g. Unauthorized parking in any designated space, e.g. RESERVED, GUEST, ADMISSIONS, etc
   h. Parking over 30 minutes in a 30 Minute-designated parking space
   i. Improper display of decal(s)
   j. Unauthorized or improper 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 Security
   m. Parking in a Loading/Unloading zone
   n. Parking tire(s) outside white line of space. (It is not an allowable 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. 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 for remainder of academic year

E. 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.
F. A vehicle that remains in a 30-minute parking space is subject to an additional HPU parking/traffic citation every hour said vehicle remains in violation of time limit.

**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), i.e. vehicle will have a mechanical clamp attached to left front tire to prevent relocation.

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. By credit or debit cards online at www.highpoint.edu/parking
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; 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