



University of Pittsburgh at Greensburg

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Director of Safety and Security

September 2009

Dear University of Pittsburgh at Greensburg Community Member:

The Ordinance on these pages defines the general operations and policies of traffic and parking at the University of Pittsburgh at Greensburg campus. The provisions set forth are designed to ensure the safety and protection of all members and visitors within the University community.

The Department's mission is to provide high quality, environmentally conscious, and economically sound parking services to the University of Pittsburgh at Greensburg community. This ordinance is a tool to aid us in continuing to work within the mission.

Please review the Ordinance and refer to it to find answers to your questions regarding traffic and parking on campus. For more information, contact our office by phone, fax, or electronic mail.

Your comments, questions, and suggestions are important to us. Please submit any comments you may have to the Director of Safety and Security, SSC Building, or call 9865 with your comments.

Sincerely,

Thomas D. Horan
Director of Safety and Security

UNIVERSITY OF PITTSBURGH AT GREENSBURG



PARKING ORDINANCE

Sept 2009

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ARTICLE I. GENERAL PROVISIONS

Sec. 1-1 Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. "Bicycle" means every device propelled by human power upon which any person may ride, and supported by either two tandem wheels or three wheels, one of which is sixteen inches or more in diameter.
2. "Booting" means to immobilize a vehicle through the use of a device that is designed to be attached to the tire/wheel and which renders the vehicle inoperable.
3. "Campus" means all property that (i) is owned or leased in whole or in part by the University of Pittsburgh; (ii) is subject to the general oversight of the Board of Trustees of the University of Pittsburgh; and (iii) is located within Hempfield Township, Westmoreland County, PA:
 - a. Property leased to another not located within one of the areas set out in Section 3-3.
 - b. Property held for use as an official residence for administrative officers of the University of Pittsburgh at Greensburg.
4. "Moped/Motorbike" means every two-wheeled vehicle that is self-propelled by means of a motor and is capable of carrying passenger(s).
5. "Motor Vehicle" means any licensed vehicle that is self-propelled and any vehicle designed to run upon the highway that is pulled by a self-propelled vehicle. This includes automobiles, trucks, motorcycles and any other licensed motor-powered, passenger-carrying device.
6. "Park" means to leave a motor vehicle unattended by any person authorized to move it or capable of moving it immediately upon the direction of a law or traffic enforcement officer.
7. "The Department" means the Department of Safety and Security.
8. "The Director" means the Director of the Department of Safety and Security.
9. "The President" means the President of the University of Pittsburgh at Greensburg.
10. "Visitor" means any individual other than a student, faculty and /or staff member of the University of Pittsburgh at Greensburg.

11. "Holiday" means a designated University of Pittsburgh holiday, which may not be the same as University of Pittsburgh Medical Center or student designated holidays.

Sec. 1-2 Regulating: Delegating of Authority

1. The Chancellor has delegated administrative responsibilities for this Ordinance to the Director of Safety and Security through the Provost, the President and the Vice President for Administrative Affairs of the University of Pittsburgh at Greensburg.
2. The President is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.

Sec. 1-3 Posting Notice of Ordinance and Regulations

The Director of Safety and Security shall cause to be posted a public notice of parking and traffic restrictions imposed by or pursuant to the authority of this Ordinance. Such posting may be electronic, photocopy, signs, etc.

Sec. 1-4 Publications of Ordinance and Regulations

The Director of Safety & Security through his administrative officers, will post a copy of this Ordinance and regulations on the UPG website. Students, staff, and faculty should review this ordinance and become familiar with these rules and regulations.

Sec. 1-5 Filing of Ordinance and Regulations

A copy of this Ordinance and all regulations issued hereunder shall be sent to the following University of Pittsburgh at Greensburg agencies:

1. President, University of Pittsburgh at Greensburg
2. Vice President for Administrative Affairs
3. Dean of Student Services
4. Director of Safety and Security
5. Faculty Senate
6. Staff Association
7. Library

Sec. 1-6 Liability

The University of Pittsburgh at Greensburg assumes no liability or responsibility for damage to or theft of any vehicle parked on campus. The provisions of this Ordinance shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day except as otherwise specified by this Ordinance. It shall be prohibited for any operator to violate any of the provisions of this Ordinance except as otherwise permitted.

The operator of any vehicle shall obey the lawful instruction of any law enforcement officer, security officer, parking enforcement assistant, official traffic signs or control devices appropriately placed and in accordance with provisions of these regulations.

Sec. 1-7 Cooperation with Civil Authorities

The University will cooperate with all law enforcement authorities of the Commonwealth of Pennsylvania and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder.

Sec. 1-8 Rules of Evidence

When a vehicle is found to be in violation of this Ordinance it shall be assumed that the vehicle was parked by:

1. The person holding University parking permit for the vehicle.
2. The person, company, corporation, or firm in whose name the vehicle is registered with the Pennsylvania Department of Motor Vehicles or the corresponding agency of another state or nation if no University parking permit has been issued for the vehicle.
3. The son, daughter, spouse or ward of the registered owner enrolled in or employed with the University of Pittsburgh.

The assumption established in this section (Sec. 1-8) shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented to another person. In such instances, the owner shall furnish to the Department Safety and Security the name and address of the person or company who leased or rented the vehicle.

Sec. 1-9 Use of Revenue

All monies received from parking fees and penalties imposed by this Ordinance may be used for the following purposes:

1. To defray the cost of administering and enforcing this Ordinance.
2. To develop, maintain, and supervise parking lots, areas, and facilities.
3. For any other purpose related to security, parking, traffic, and transportation on the campus as authorized by the President.

ARTICLE II. PAYMENTS AND COLLECTIONS

Sec. 2-1 Payment Methods

Payments can be made to the Department of Safety and Security for permits, citations, visitor parking, etc., either through the mail, or in person, at the Safety and Security Center (SSC) building. Payments for penalties must be made within ten days after the date of the infraction. Additionally, payments may be made to the Business Office in Millstein Library. The Department discourages patrons from submitting cash through campus mail. The following are the accepted methods of payment:

1. Checks or money orders made payable to the University of Pittsburgh at Greensburg.
2. Cash will be accepted at the Safety and Security Center between 8:30AM and 5:00PM, Monday-Friday or at the Business Office.
3. Payroll deduction is available for full-time faculty and staff. Authorization forms must be received by the Department of Safety and Security no later than September 1, of each fiscal year.

Sec. 2-2 Replacement Fee

A lost/stolen parking permit must be reported immediately to the Department of Safety and Security.

Sec. 2-3 Returned Checks

Any payment made by a check that is returned by the bank and not cleared upon notification, shall be referred to the Business Office for collection.

Returned checks of non-affiliated individuals or companies will be forwarded to a collection agency if not cleared upon notification. The University NSF check fee shall be imposed for all returned checks.

Sec. 2-4 Collection Methods

Failure to pay debts within the required time frame can result in the University arranging for the collection of fees assessed against students and visitors in the following manner:

1. Debts owed by students may be forwarded to the Business Office for collection in the same manner that other student debts owed to the University are collected.

2. The University of Pittsburgh at Greensburg may recommend the use of a collection agency to collect debts from all individuals.
3. No parking permit will be issued to any individual who has outstanding debts to the University of Pittsburgh at Greensburg.

Sec. 2-5 Civil Suits for Recovery of Penalties

When the Vice President for Administrative Affairs determines that, in his judgment, civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he/she may bring a civil action against the offender in the name of the University for the recovery of the penalty.

ARTICLE III. PARKING

Sec. 3-1 Method of Parking (See Sec. 6-2 Penalties.)

The Director of Safety and Security shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and/or painted lines (when the parking area is paved). When parking spaces have been established in the area in which parking is lawful, vehicles shall be parked within the spaces so designated at all times.

1. Some spaces shall be marked for specific vehicles. These include, but are not limited to: handicapped; handicapped van-only; campus vehicles; and University Police. It is prohibited to park in these specifically marked spaces with a vehicle which does not meet the specifications of the sign.
2. It is prohibited at any time to occupy portions of more than one space when painted lines define such or to park in any portion of the area not clearly designated for parking. When spaces are designed at an angle (diagonally) to a street curb or dividing median, vehicles shall be parked therein with the front of the vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, vehicles shall be parked with the front of the vehicle facing the direction of travel authorized for that side of the street or driveway.
3. Double parking is prohibited in all University of Pittsburgh at Greensburg parking or facilities.
4. Vehicle sizing shall be defined by the Director of Safety and Security, and/or his/her designee.
5. Parking is prohibited along a yellow line unless it is marked for parking.

Sec. 3-2 Disabled Vehicles (See Sec. 6-2 Penalties.)

It is prohibited to leave a disabled vehicle parked in violation of this Ordinance without immediately notifying the Department of Safety and Security. If the vehicle is obstructing traffic or creating a hazard, it must be removed immediately. Disabled vehicles must be removed from campus property within 24 hours.

Sec. 3-3 Parking Facilities (See Sec. 6-2 Penalties.)

Any person parking a motor vehicle in one of the parking lots and areas described in this section (3-3) must display the appropriate permit for that parking facility. All students will be issued parking hangtag that are appropriate for the area in which they are entitled to park. These lots

include specific areas for each residence hall and general parking lots near administrative and classroom buildings.

No Freshman are permitted to park in front of University of Courts. Only upperclassman (Sophomores, Juniors, and Seniors) residing at University Courts are permitted to park in the front of University Courts. This is on a first come first serve basis. If no parking spaces are available, then the upperclassman must park in the parking lot along Mt. Pleasant Road.

A brochure and map that summarizes the regulations and a map depicting the parking zones is available at any of the offices within the Department of Safety and Security. Pursuant to Section 1-2, the Director of Safety and Security may provide for subdivision of and for addition or deletion of lots to or from any one of these areas and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this Ordinance. See a summary of all University of Pittsburgh at Greensburg Parking facilities in appendices.

Sec. 3-4 Inclement Weather Parking (See Sec. 6-2 Penalties.)

If the assigned permit parking facility is inaccessible due to adverse weather conditions (i.e., snow), vehicles are to be parked in either the Smith Hall or Powers Hall lots. Lot inaccessibility shall be defined by the Vice President for Administrative Affairs, and/or his/her designee.

Sec. 3-5 Special Event Parking (See Sec. 6-2 Penalties.)

The Director of Safety and Security may cause certain areas to be reserved for those attending the event. Certain lots will be restricted to specifically authorized persons. Prices per event will vary, depending on the type and location of the event. Permit holders may park free of charge, however, they will be directed to specific lots in which to park for the event.

Parking in certain lots or areas shall be reserved for special events. Management of the lots or areas is the responsibility of the Department of Safety and Security. Special permits for events shall be issued by the Department of Safety and Security to the host department.

The Director of Safety and Security is authorized to remove and/or cite vehicles parked in reserved spaces prior to athletic or other special events. On the day of the event, a list of all vehicles removed will be forwarded to the Department of Safety and Security.

1. Notification to Permit Holders -- The Director of Safety and Security will take one or more of the following steps to inform permit holders of special event parking policies:
 - a. Information will be e-mailed to all permit holders affected by special event parking;
 - b. Notices placed on vehicles at the beginning of athletic seasons and before special events;

- c. Signs posted at the entrances to lots reserved for athletic and other special events;
- d. Notices to Deans, Directors, Department Chairpersons;
- e. Other methods as deemed appropriate.
- f. Charter Bus Parking

The Department of Safety and Security shall assist with parking for chartered buses.

Sec. 3-6 Metered Spaces (See Sec. 6-2 Penalties.)

The Director of Safety and Security may designate metered parking spaces within any parking lot or area on the campus for general use. He/she may also specify the length of time for parking in each space. It is prohibited for any person to park a vehicle in metered spaces pursuant to this section without activation and for longer than the indicated length of time.

1. Activation of meters: Parking meters shall be marked so that they can be activated by insertion of lawful coins of the United States, or a debit card issued by the Department of Safety and Security.
2. Multiple violations: Vehicles parked in metered spaces without the meter being activated with lawful coins or debit card shall be subject to the issuance of a citation for each period of one hour that the vehicle occupies the space with an expired meter.
3. Extended parking at meters: it is prohibited for a vehicle to occupy any portion of a metered space for more than twenty-four consecutive hours, regardless of whether or not the meter is activated.
4. Abuse of meters: it is prohibited for any person to damage, tamper with, willfully break, destroy or impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this Ordinance. It is prohibited for any person to insert into a parking meter any object that is not a coin of the United States or debit card issued by the Department of Safety and Security.
5. University vehicles, government vehicles, and permit parkers are not exempt from meter regulations.

Whenever a meter is discovered to be inoperative, this information must be immediately reported to the University of Pittsburgh at Greensburg Department of Safety and Security. Unless such a report is made, the vehicle(s) parked at such a meter shall be subject to ticket sanctions.

Sec. 3-7 Controlled-Access Lots (See Sec. 6-2 Penalties.)

Not applicable at the University of Pittsburgh at Greensburg.

Sec. 3-8 Reserved Parking (See Sec. 6-2 Penalties.)

Parking spaces shall be reserved to meet special needs as they arise. **It is prohibited for any unauthorized person to park a motor vehicle in a reserved space.**

1. Reserved parking spaces are provided to certain officers of the University of Pittsburgh at Greensburg. Reserved spaces for persons or departments shall be approved by the Vice President for Administrative Affairs.
2. A sufficient number of parking spaces shall be reserved to meet the needs of the handicapped. It is prohibited to park a vehicle in a space posted for handicap parking without the proper documentation (see paragraph below). It is also prohibited to park a vehicle in a manner denying access to a handicap parking space.

Handicap spaces are reserved at all times unless otherwise indicated. Handicap license plates, handicap permits, handicap placards, disabled veteran license plates issued by the Commonwealth of Pennsylvania, and handicap plates, permits, and placards issued by other states shall be honored in posted handicap parking areas of the public/transient garages or lots. In all other controlled lots, the plates/permits shall be honored as long as a valid University permit for that lot is also displayed.

3. Areas set aside for loading zones shall be monitored for illegal use or overtime parking and tickets will be issued to violators.

Sec. 3-9 Visitor and Conference Parking (See Sec. 6-2 Penalties.)

University departments may purchase temporary parking permits for their guests from the Department of Safety and Security. These permits are valid only in the designated lots.

Departments may request, in writing, from the Department of Safety and Security temporary parking permits for guests attending conferences, meetings, and seminars. Students, or employees of the University or UPMC may not use these permits. Parking locations will be identified at the time such permits are issued. The coordinator, from the requesting office, will make payment arrangements with the Department of Safety and Security.

Handicapped visitors: Those handicapped visitors displaying the appropriately approved state plate or placard may park in any transient space reserved for the handicapped, and pay normal parking fees. Conference coordinator(s) must arrange with the Department of Safety and Security to provide for handicap parking and transportation, if required.

Sec. 3-10 Bus Stops (See Sec. 6-2 Penalties.)

Sufficient areas shall be set aside for bus stops for the use of any public transportation system established by Hempfield Township, City of Greensburg, or the University. It is prohibited for

any person to cause a motor vehicle to occupy a bus stop for any reason.

Sec. 3-11 University or Government Vehicle Parking (See Sec. 6-2 Penalties.)

University or state owned vehicles may park in any regular, unreserved, or unassigned space. Parking in any regular space for more than forty-eight hours is prohibited without specific approval. A violation of this section by a University or state-owned vehicle shall result in the issuance of a citation, immobilization, and/or towing.

University vehicles, government vehicles, and permit parkers are not exempt from meter regulations.

Sec. 3-12 Motorcycle/Moped/Motorbike Parking (See Sec. 6-2 Penalties.)

Motorcycle/Moped/Motorbike operators must obey all procedures and regulations issued according to this Ordinance. Operators are required to purchase and display a University of Pittsburgh at Greensburg permit while parking on campus.

Permits must be displayed as indicated in Sec. 4-3. No more than one motor vehicle permit and one motorcycle permit shall be issued to any registrant.

Sec. 3-13 Bicycle Parking (See Sec. 6-2 Penalties.)

1. Bicycles shall be parked in accordance with this Ordinance, state, and local fire/safety regulations. Bicycle parking is available throughout the campus and is designated by the presence of bicycle racks and lockers or specifically marked parking areas. Restrictions governing bicycle parking are in effect at all times.
2. Bicycles shall not be parked or stored in any location other than areas designed for bicycle parking, including:
 - a. in any University building, including stairwells, hallways, and balconies,
 - b. against or attached to any tree, bush, plant, or foliage,
 - c. against or attached to any water, steam, or gas pipe; or electrical or other utility fixture,
 - d. against or attached to any sign post, parking meter, railing, public seating fixture, trash receptacle or emergency safety device,
 - e. in any handicap area,

- f. on any access/egress ramp, blocking an entrance or exit to any University building,
 - g. or in any other area where bicycle parking or any other type of vehicle parking is prohibited specifically by this Ordinance.
3. Any bicycle parked in violation of this Ordinance is subject to impoundment. It is lawful for the University to remove locking devices in order to impound a bicycle. The University is not responsible for damage done to locks during impoundment.

Sec. 3-14 Temporary Parking Restrictions (See Sec. 6-2 Penalties.)

The Director of Safety and Security is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus; and, by agreement with the Hempfield Township, on public streets. The Director of Safety and Security is authorized to reserve parking spaces for special use when such action is necessary due to special events, emergencies, and/or construction. Temporary signs or barriers shall be posted, and a representative of the Department of Safety and Security or other University official shall give notice of regulations issued under this section. It is prohibited for any person to violate such regulations.

Sec. 3-15 Evening Parking (See Sec. 6-2 Penalties.)

Reserved for future use.

Sec. 3-16 Idling at Air Intake Louvers (See Sec. 6-2 Penalties.)

It is prohibited for any person to cause a motor vehicle to be parked with the engine running near a building's air intake louver. Vehicles in violation of this section are subject to the issuance of a citation and/or towing.

Sec. 3-17 Carpool Parking (See Sec. 6-2 Penalties.)

Reserved for future use.

Sec. 3-18 Vanpool Parking (See Sec. 6-2 Penalties.)

Reserved for future use.

Sec. 3-19 Emergency Vehicles

Emergency vehicles are exempt from the provisions of this Ordinance when being operated as such by a valid operator.

ARTICLE IV. PARKING PERMITS

Sec. 4-1 Parking Permits (See Sec. 6-2 Penalties.)

The Director of Safety and Security may issue permits to park in lots and areas described in Sec. 3-3 to employees or students of the University and affiliated organizations operating on the campus upon payment of the appropriate fee. Permits shall be allocated among the faculty, staff, and students of the University in a manner that will best serve the needs of the University community as a whole. Permits will not be issued without presenting a current and valid University ID card and vehicle registration card, and payment for the current academic year, prorated if applicable.

The Director of Safety and Security may issue special permits under the conditions and at the fees indicated in this section. Misuse of any permit shall result in confiscation of the permit, and restrictions on issuing permits for at least one year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).

Vehicles must be registered with the Department of Safety and Security before any type of permit will be issued. It is the responsibility of permit holders to inform the Department of Safety and Security of any changes in their vehicles (e.g., purchase of a new car); address changes; department changes; etc. All permits must be displayed as outlined in Sec. 4-3.

Sec. 4-2 Permit Types (See Sec. 6-2 Penalties.)

1. Faculty and Staff:

- a. University of Pittsburgh at Greensburg faculty and staff are eligible for a parking permit.

Full-time faculty and staff

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|--------------------------------|----------|
| July 1, 2008 – June 30, 2009 | \$ 75.00 |
| January 1, 2009 – June 30 2009 | \$ 40.00 |

Part-time faculty and staff

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|---------------------------------|----------|
| July 1, 2008 – June 30, 2009 | \$ 40.00 |
| January 1, 2009 – June 30, 2009 | \$ 20.00 |

This is not a guarantee that a specific space will always be available to the holder.

- b. Faculty and staff are responsible for all fees and fines associated with their permits.
- c. Employees may not give their permits away; let others use their permit; or resell

permits to other individuals.

- d. Transferring Employees: If an employee transfers from one department to another department, the permit stays with the employee. A Faculty/Staff permit is not assigned to the department where the individual works, but to the individual.
- e. Faculty and Staff Termination: when a faculty or staff member terminates his/her relationship with the University, it is that person's responsibility to return the permit to the department of Safety and Security. Parking permits may not be transferred to anyone else.

2. Student Permits:

Parking permits are issued on an annual basis commencing with the 1st day of the fall term. Charges are prorated as stated below.

Full-time (12+ credits) beginning classes in:

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|--------------|----------|
| August 2007 | \$ 75.00 |
| January 2008 | \$ 40.00 |
| May 2008 | \$ 25.00 |

Part-time students (less then 12 credits) beginning classes in:

| | |
|--------------|----------|
| August 2007 | \$ 40.00 |
| January 2008 | \$ 25.00 |
| May 2008 | \$ 15.00 |

- a. Students residing on campus. Permits are issued to resident students for parking in the area designated for their respective dormitories. Parking is limited to the designated area only. **This limitation is waived between the hours of 6:00 PM and 6:00 AM Monday through Thursday and between the hours of 6:00 PM Friday through 6:00 AM Monday each week.** This limitation is not waived for parking lots in front of Powers Hall, behind FOB, University Courts, and Next to Rossetti House.
 - b. Commuting students: Commuting students must park only in authorized areas and may not park in areas restricted for resident students.
3. Temporary Permits: Temporary permits may be issued in areas where space is determined to be available.
4. Motorcycle/Moped/Motorbike Permits: Permits for these vehicles are available to students, staff, and faculty in accordance with Sec. 3-12. Motorcycle permits must be displayed in accordance with Sec. 4-3.
5. Conference Permits: Conference permits shall be issued to departments and organizations upon payment of the appropriate fee. Fees for conference permits are based upon the number of spaces required. Departments requesting permits will be advised of the preparation date of the permits. Cancellation or changes must be made prior to that

date to avoid paying a permit fee for unused permits.

6. **Bicycle Permits:** Students and employees of the University of Pittsburgh at Greensburg are encouraged to display bicycle parking permits on their bicycles. A bicycle registrant will be issued a bicycle permit, designed to be affixed to the bicycle frame as described in Sec. 4-3. Bicycle permits are not transferable. See Sec. 3-13 for bicycle parking information.

Sec. 4-3 Display of Permits (See Sec. 6-2 Penalties.)

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any way. A violation of this section shall result in the appropriate fine.

Permit display areas are:

1. Hanging from the vehicle's rear view mirror, facing the front of the vehicle, clearly visible through the front windshield. When using a special permit assigned to a department, the special permit must be displayed so that both permits are clearly visible through the front windshield.

Note: State law requires that permits are to be removed from the rear view mirror when driving the vehicle in order to avoid any obstruction of the driver's view.

2. Special permit placards must be displayed on the driver's side of the dashboard so they are clearly visible through the front windshield.
3. Bicycle permits must be affixed to the rear upright frame bar supporting the seat of the bicycle.
4. Permits for motorcycles must be displayed on either of the front forks of the motorcycle.
5. Permits for vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized vehicle must be recorded on the permit by the Department of Safety and Security.
6. Parking permit must be placed on the rearview mirror.

Sec. 4-4 Counterfeiting/Altering Parking Permits (See Sec. 6-2 Penalties.)

It is prohibited for any person to produce (or cause to be produced), to alter, or to display without authority of the Director of Safety and Security, any parking permit, sticker, decal, keycard, or other device indicating eligibility to park on the campus of the University of Pittsburgh at Greensburg. Such permits shall be confiscated, no refunds shall be issued, the violators shall be

issued a citation, the vehicles shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit or the waitlist for at least one calendar year. Violators shall be referred to the appropriate University Department for further action. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Safety and Security. Also refer to Section 4-6.

Sec. 4-5 Obtaining Parking Permits Through Illegal Means & Unauthorized Use of Parking Permits (See Sec. 6-2 Penalties.)

It is prohibited for any person to obtain a parking permit by any means other than procedures established by this Ordinance, including but not limited to obtaining such permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another.

It is prohibited for any person in possession of a parking permit, whether that possession is lawful or prohibited, to give, sell, or otherwise transfer or to attempt to transfer it to another. It is prohibited for any person to display on a motor vehicle a parking permit not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or altered permit. The only exception is when the Director of Safety and Security may issue regulations for the transfer of permits from one motor vehicle to another owned or used by the holder of the permit. It is prohibited for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

It is prohibited for any person in possession of a parking permit to park more than one vehicle on the same day and time in order to defraud the University of parking fees. This includes members of carpools. In addition to penalties in Sections 4-6 and 6-2, the permit holder may be required to pay a daily parking fee as reimbursement.

Such permits, as mentioned above, shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicle(s) shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit or the waitlist for at least one calendar year. Violators shall be referred to the appropriate University department for further action. **Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Safety and Security.**

Sec. 4-6 Reinstatement of Eligibility

Any person who is permitted to retain eligibility for a parking permit after being charged with violations of Sec. 4-4 or 4-5 shall not be issued a refund for previously purchased permits. He/she shall not be eligible for a parking permit or the waitlist for at least one calendar year at the discretion of the Director of Safety and Security.

Sec. 4-7 Fraudulent Practices

It is prohibited to display a parking ticket that was previously issued to you, another person, or

another vehicle for the purpose of avoiding a subsequent parking ticket. Parking tickets are to be removed from your windshield before your vehicle is moved.

ARTICLE V. TRAFFIC

Sec. 5-1 Interference with Traffic (See Sec. 6-2 Penalties.)

It is prohibited for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

The Director of Safety and Security may cause traffic on campus to be restricted or rerouted as necessitated by construction, emergency situations, or special events; and on public streets by agreement with the Hempfield Township. Notice of such restrictions shall be given by temporary signs or barriers by a representative of the Department of Safety and Security or other University officials. It shall be prohibited to violate such regulations.

Sec. 5-2 Fire Lanes/Fire Hydrants (See Sec. 6-2 Penalties.)

No person shall park a vehicle (whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the University Police. Fire lanes shall be indicated prominently by pavement markings and/or signs.

Sec. 5-3 Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)

It is prohibited for any person to drive or to park a motor vehicle on a sidewalk, walkway, patio, plaza, on grass or shrubbery unless such areas are signed and marked for parking. It is prohibited to ride or operate a moped or motorbike with the engine running on campus sidewalks, walkways, patios, and/or plazas.

Sec. 5-4 Non-Motorized Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)

It is prohibited to operate a bicycle on the campus in a manner that jeopardizes pedestrian safety, and/or University or private property.

It is prohibited to operate a skateboard on any University property. This includes, but is not limited to, streets, alleys, drives, sidewalks, walkways, patios, plazas, parking lots and garages steps of buildings, and rock walls.

Sec. 5-5 Pedestrian Obstructing Traffic

It is prohibited for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon; and in crossing streets, alleys, or driveways, pedestrians shall maintain appropriate motion when in the traveled portion thereof.

Sec. 5-6 Passenger Pick Up and Discharge (See Sec. 6-2 Penalties.)

It is prohibited for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or discharging a pedestrian without first drawing up to the right-hand curb.

Sec. 5-7 Moving Vehicle Violations (See Sec. 6-2 Penalties.)

1. Stop Signs: Every driver of a vehicle approaching a stop sign shall come to a **complete stop** at the point nearest the intersecting roadway or walkway where the driver has a view of approaching traffic or pedestrians on the intersecting roadway or walkway before entering.
2. Driving Vehicle at Safe Speed: **The maximum speed limit on campus is 15 MPH.** No person shall drive a vehicle on campus at a speed in excess of the maximum speed.
3. Careless Driving: No person shall drive a vehicle in careless disregard for the safety of persons or property. This includes driving a vehicle in the wrong direction on one-way roadways.

ARTICLE VI. ENFORCEMENT

Sec. 6-1 Enforcement

Enforcement of the rules and regulations of this Ordinance will be by the University of Pittsburgh at Greensburg Safety and Security personnel and other University officials. Parking Enforcement personnel may issue University of Pittsburgh at Greensburg citations and shall enforce only on University property.

Sec. 6-2 Penalties

Penalties must be paid within 10 days of the date of the infraction. Any person violating certain sections of this Ordinance or regulations issued hereunder is subject to the fees as indicated in the following schedule:

BASIC FINE SCHEDULE

| Occurrence | Fine Amount | Additional Sanction(s) |
|-------------------|--------------------|---|
| First | \$10.00 | None |
| Second | \$20.00 | None |
| Third | \$30.00 | None |
| Fourth | \$35.00 | Boot Vehicle, Loss of driving privileges for up to one month. |
| Fifth | \$40.00 | Boot vehicle, Loss of driving privileges for up to one year |
| Sixth | \$50.00 | Boot vehicle, Loss of driving privileges for up to one year |
| Seventh | \$70.00 | Boot vehicle, Permit revoked |

VIOLATION SCHEDULE

| VIOLATION OF SECTION | DESCRIPTION | PENALTY |
|-----------------------------|--|---|
| 3-1(2-6),10, 5-3 | Method of parking | Basic Fine Schedule |
| 3-2 | Disabled vehicles | Basic Fine Schedule |
| 3-3,4,10, 5-3 | Parking a motor vehicle without displaying thereon a valid parking permit | Basic Fine Schedule |
| 3-5 | Special event parking | Basic Fine Schedule |
| 3-6 | Metered spaces | Basic Fine Schedule |
| 3-8(2) | Unauthorized parking in reserved space, including those designated for handicapped | \$50.00, 1 st offense \$100.00 plus boot, for 2 nd and higher offenses |
| 3-11 | State Vehicle or University vehicle | Basic Fine Schedule |
| 3-12 | Moped/motorcycle/motorbike parked in lot space | Basic Fine Schedule |
| 3-13 | Parking in areas other than those designated for bicycles | One warning notice, then impoundment of bicycle to University towing vendor for storage for subsequent violations |
| 3-14 | Temporary parking restrictions | Basic Fine Schedule |
| 3-15 | Parked in violation of set time parameters | Basic Fine Schedule |
| 3-16 | Idling at air intake valves | Basic Fine Schedule |
| 4-3 | Failure to display permit properly | One warning, then Basic Fine Schedule |
| 4-4 | Counterfeiting/altering parking permits | \$100.00 |
| 4-5 | Obtaining parking permit(s) through | \$100.00 |

| | | |
|---------|---|---|
| | illegal means, and unauthorized use of parking permit(s) | |
| 4-7 | Fraudulent Practices | \$100.00 |
| 5-1 | Interference with traffic | Basic Fine Schedule |
| 5-2 | Fire lane, fire hydrants | \$50.00 |
| 5-3 | Parking or driving on sidewalks, grass or shrubbery | \$50.00 plus the actual cost of repairing damage done thereby |
| 5-4 | Non-motorized parking or driving on sidewalks, grass or shrubbery | \$50.00 plus the actual cost of repairing damage done thereby |
| 5-6 | Passenger pick up and discharge | Basic Fine Schedule |
| 5-7 (1) | Stop signs | Basic Fine Schedule |
| 5-7 (2) | Driving vehicle at safe speed | Basic Fine Schedule |
| 5-7 (3) | Careless driving | \$100.00 fine and depending upon circumstances, up to loss of driving privileges. |

Sec. 6-3 Police Regulations

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be prohibited for any person to violate police instructions related to this section. In such circumstances, a Commonwealth citation will be issued for violators.

Sec. 6-4 Repeated Offenses

If any vehicle is cited for violation of this Ordinance, the Director of Safety and Security may cancel any parking permit issued to such vehicle without refund of any portion of the fee paid heretofore and shall cause the violator's license plate number to be entered on a list of repeat offenders. Once a license plate number is considered to be that of a repeat offender, the vehicle is subject to immobilization or removal by towing at owner's expense. A citation found to be invalid shall not be counted for purpose of this section. Any repeat offenses of this nature shall be forwarded to the appropriate agency for disciplinary action(s), i.e., the Student Judicial Board for students, the Office of Human Resources and/or the department head for staff employees, and the Vice-President of Academics Affairs for University of Pittsburgh at Greensburg faculty.

Sec. 6-5 Impoundment

Any vehicle parked in violation of this Ordinance or a regulation issued hereunder may be booted or removed to a storage area. When a vehicle is towed, the vehicle owner or custodian shall be notified. This notification shall include the name and the phone number of the towing contractor. The Director of Safety and Security may refuse to authorize release of the vehicle to the owner or custodian until the cost of boot removal and storage fees have been paid, in accordance with Sect. 6-6.

Sec. 6-6 Cost of Towing, Booting, and Storage

The costs for towing and booting are as follows (subject to change):

| | |
|---------------------------------|--|
| Tow | \$100.00 or as charged by contractor |
| Vehicle impoundment/storage fee | \$50.00 per day, or as charged by contractor |
| Booting | \$50.00 |

If the operator of the vehicle to be towed or booted arrives at the vehicle prior to the boot or tow being attached, such operator shall be issued a University of Pittsburgh at Greensburg parking citation, and the penalty shall be the normal tow or boot fee.

Sec. 6-7 Vehicle Immobilization

Any vehicle parked in violation of this Ordinance or any parking regulation issued hereunder may be immobilized by use of a wheel boot. Notice of the application of a wheel boot shall be posted prominently in one of three locations: (1) on the driver's side of the front window of the vehicle, (2) on the rear windshield, or (3) on the driver's side window. Placement of the notice shall depend on the type of vehicle.

Your vehicle may be booted or towed for any of the following reasons:

1. It is parked in violation of posted signs.
2. It is blocking a fire lane or hydrant.
3. It is blocking a roadway, drive, or loading dock.
4. It is blocking one or more other vehicles.
5. It is creating a real or potential safety hazard.
6. You have outstanding delinquent parking tickets; are using a revoked, altered, or stolen permit or keycard; or are on the scofflaw list.
7. Your vehicle may be towed to facilitate University operations such as construction, maintenance, or emergency service.
8. When parking in areas not usually restricted, but signs are posted in advance.

The Director of Safety and Security may refuse to authorize release of the vehicle to the owner or custodian until the cost of immobilization has been paid or bond posted. Wheel boots may be

removed only by the Department of Safety and Security staff, upon payment of the \$50.00 boot fee and outstanding fees and parking tickets, as applicable.

Vehicles immobilized for longer than thirty-six hours may be towed to a storage area. The owner/custodian of the vehicle shall be responsible for both the immobilization and removal fee as well as any storage fees.

Sec. 6-8 Removal of Abandoned and Derelict Vehicles

Any vehicle which is partially dismantled or wrecked and/or that does not display a current license plate and which is left in such condition for more than 24 hours shall be considered abandoned and junked. Such vehicles shall be removed to a storage area at the owner's expense and disposed of in accordance with Hempfield Township ordinances.

Sec. 6-9 Removal of Abandoned and Junked Bicycles

The Director of Safety and Security may impound at the owner/rider's expense, any bicycle that is considered abandoned, lost/stolen, parked/stored or operated in violation of this Ordinance or Commonwealth or local fire safety regulations. Security devices attached to vehicles also may be removed for impoundment purposes. The University shall not be held liable for damages made to security devices while impounding the bicycle.

Bicycles that remain stored for more than thirty days after the end of any academic term, including summer sessions, will be considered abandoned and shall be deemed University property, for disposal purposes.

Sec. 6-10 Disposal of Abandoned and Junked Bicycles

A letter shall be sent notifying bicycle owners with registered permits when bicycles have been impounded. When the owner is unknown, notice shall be posted at the Department of Safety and Security, the Department of Safety and Security and the University Police Department. Bicycles unclaimed ninety calendar days after the original date of impoundment shall be considered abandoned by the owner and shall be deemed University property, for disposal purposes.

ARTICLE VII. CITATION APPEALS

Sec. 7-1 Citation Appeals

Any person cited for violation of any portion of this Ordinance for which a citation is imposed may appeal the citation to the University's designated Appeals Officer (Administrative Support to the Director of Plant Maintenance) in writing within ten calendar days of the citation's issuance. However, citations issued in conjunction with a boot and/or tow are not appealable.

All penalties (fines) must be paid prior to the appeal. Failure to meet the ten-day appeal period requirement shall result in a forfeiture of all appeal privileges. The Appeals Officer shall review all appeals that meet the ten day requirement, provided that a copy of the Citation and a copy of the proof of payment of fines are attached to the Appeal Request.

If the Appeals Officer decides the appeal against the appellant, the appellant may appeal to the Vice President for Administrative Affairs, in writing, within ten calendar days of the date of the Appeals Officer's decision. The decision of the Vice President for Administrative Affairs is final.

Submitting an appeal to the Appeals Officer does not substitute for payment of the towing and storage fees for removal of the impounded vehicle or bicycle. Such fees must be paid in accordance with Sections 6-5 and 6-6.

Sec. 7-2 Method of Appeal

All appeals must be filed within ten calendar days after receiving the citation. Appeals must be made in writing on the official UPG Parking/Traffic Citation Appeal Request form. This form is available in the Office of Safety and Security (Security and Information Building), the Business Office (Millstein Library) or in the Plant Maintenance Office (PMB)

The following information must be furnished on and/or with the appeal request:

1. Name
2. University status (i.e., Faculty, Staff, Student etc.)
3. Permanent address
4. Daytime phone number
5. Citation Date and Number
6. Vehicle plate number, including state
7. UPG Permit Number, if the person making the appeal holds a University permit
8. Reason for appeal
9. Signature and Date
10. Copy of Citation
11. Copy of receipt of payment of fines

Written appeals should be made to the Appeals Officer (Administrative Support to the Director

of Plant Maintenance), Plant Maintenance Building, during regular office hours.

Sec. 7-3 Appeal Notification

Appellants will receive written notification of their appeal requests. If the appeal has been granted, arrangements will be made for a reimbursement of fines.

If an appeal request is denied, the appellant may appeal the decision, in writing, to the Vice President for Administrative Affairs. The Vice President's decision is final.

ARTICLE VIII. REPEALS

Sec. 8-1 Former Regulations Repealed

All resolutions, policies and procedures heretofore adopted regulating traffic and parking on the campus are repealed. The repeal herein of these regulations shall not abate or otherwise affect any civil, criminal, or administrative action or processing concluded or pending on the effective date of this Ordinance. The effective date of this Ordinance shall be Sept 1, 2009.

Appendix B – Temporary Permit



University of Pittsburgh
at Greensburg

SPECIAL

VISITOR

PARKING PERMIT

_____ Valid only in _____ Lot

License No. _____ Issued by _____

Make and Model _____ Date Issued _____

Expiration Date _____

