

# SOUTH DAKOTA SCHOOL OF SOUTH DAKOTA MINES PARKING PROCEDURES

## I. PRIORITIES

- A. To provide maximum parking areas in the best interest of the entire university.
- B. To maintain lawful traffic movement with a minimum of disturbances and proper protection for pedestrians.
- C. To always assure access for emergency vehicles.

## II. VEHICLE REGISTRATION

- A. General Information
  1. The enforcement of parking permits and zone-specific parking shall be from the first day of class in the fall semester to the last day of finals in the spring semester 24/7. No zone-specific parking tickets will be issued during non-class holidays and vacation periods.
  2. All students, faculty members, and staff who park their motor vehicles in controlled parking areas (refer to map) must comply with the following:
    - a. All vehicles that are parked on campus must be registered with Facility Services.
    - b. Permits must be hanging from the rear-view mirror or in plain sight. Any vehicle without a parking permit displayed in plain sight is subject to ticketing, booting, towing, and applicable fines.
    - c. Motorcycle/moped owners must also always register and display a valid permit. Motorcycle permits must be attached in a prominent location.
    - d. South Dakota Mines parking permits are non-transferable. Transferring a permit to another individual may result in a fine or revocation of South Dakota Mines parking permit.
    - e. A second vehicle may be registered under the same permit, and the permit may be transferred from vehicle to vehicle if both vehicles are registered and belong to the same owner. Only one vehicle may be on Campus at a time. An additional permit may be purchased for your second vehicle, but only one vehicle may be on campus at a time.
  3. The absence of, or an improperly displayed permit, warrants the issuance of a ticket for each day the vehicle is parked in a controlled parking area (refer to map). Vehicle permits that are accidentally lost or damaged will be replaced for free.
    - a. A vehicle may receive more than one ticket in a 24-hour period if the same vehicle violates the South Dakota Mines parking procedures in a different parking spot.
  4. Stolen permits must be reported to Public Safety (605.394.6100) to obtain a new permit at no cost.
  5. Faculty and staff members may not purchase blue permits for family members who are students.
  6. The purchase of a South Dakota Mines parking permit is not a guarantee for an available parking spot.
  7. Any faculty or staff member with an unpaid parking violation, will be unable to register for a permit until all fines are paid to the Cashier's Office.
  8. The university assumes no liability for loss of or damage to vehicles or their contents while on university property or within university-administered parking facilities.
- B. Deadline for displaying a parking permit on a motor vehicle shall be as follows:
  1. **Employee Vehicle Registration**—Faculty and staff shall properly display the parking permit on or before the first day classes begin in the fall. Parking permits may be obtained from Facilities Services.
  2. **Student Vehicle Registration**—Students shall properly display the parking permit on or before the first day of classes in the fall. Students must complete the on-line

registration process where they will be provided with an electronic copy of the parking map and parking procedures.

3. **Affiliate Registrations**-Affiliates (individuals working on the South Dakota Mines campus that are not an employee) shall properly display the parking permit on or before the first day of classes in the fall. Parking permits may be obtained from Facilities Services.
4. **Late Vehicle Registration**-A student, employee or affiliate who desires to park a vehicle but did not purchase a permit at registration time shall obtain and display a parking permit according to the parking policy requirements
5. **All parking on campus requires a permit.** Guests with a “Visitor Pass” may park in any color unless it is specifically designated on their pass.

C. Classification of Registration Decals

1. These are the types of parking permits:
  - a. Individual colored lot permit
  - b. Handicapped (Must possess a parking permit as well as handicapped permit except for visitors)
  - c. Visitor issued by Facilities or Surbeck Center. - (O’Harra, Facility Services, Surbeck/Library parking lots).
  - d. Future Hardrocker Passes – Issued through the Admissions Office for prospective students.
  - e. South Dakota Mines Media Passes – Individuals may park in any available parking area. These passes will be distributed by Marketing & Communications.
  - f. Athletics Permits – Issued through Athletics for parking while on away trips. Athletes must park in designated parking lots specified on the permit and the permit must be displayed. Athlete must have purchased a permit to park on campus.

D. Schedule of registration fees for all vehicles.

1. Annual Registration
  - a. Vehicle permits will be \$127 for red, blue, and green colored lots and \$185 for yellow and orange colored lots. Additional permits will be \$19.
  - b. Motorcycle/moped permits will be \$39 if it is your primary vehicle or \$19 if it is your secondary vehicle.
2. Spring Registration only
  - a. 1 Permit at half of full year permit cost.
  - b. Additional permits remain the same price.
3. You must notify the Facility Services or Public Safety when there are any changes with a vehicle you have registered. (Sold or License Plate Number)
4. Professor Emeritus, Special Guest-No Fee
5. State or Federal owned vehicles assigned to the South Dakota Mines pool of fleet vehicles or department assigned – No Fee.
6. Permanent non-fleet vehicles, trailers, or any other item assigned to departments are required to register their vehicle and park in appropriate locations or they will be subject to ticketing. – No Fee.

E. Refunds

1. Students – To receive a refund, the parking permit must be returned to Facilities. The refund schedule below is based on Board of Regents policy. Since permits are sold on an annual basis, the prorated amount of refunds will be based on 100% for the first semester and 50% for the second semester. There are no refunds for additional/motorcycle permits.
  - a. 100% refund eligibility timeframe: first 10% of the semester (roughly first 10 day)

- b. Prorated refund eligibility timeframe: 10% - 60% of the semester
- c. No refund after 60% of the spring semester.
- 2. Faculty/Staff – To receive a refund, the parking pass must be returned to Human Resources or Facilities. There are no refunds for additional/motorcycle permits.
  - a. 100% refund eligibility timeframe: July 1 – August 21
  - b. 75% refund eligibility timeframe: August 22 – October 21
  - c. 50 % refund eligibility timeframe: October 22 – January 21
  - d. 25% refund eligibility timeframe: January 22 – March 21
  - e. No refund after March 21

### III. Parking Restrictions

- A. Lot Colors and Zones (See parking map.)
  - 1. Blue – Faculty, Staff, and Affiliates
  - 2. Red – Commuter Students only
  - 3. Yellow – Students living in Rocker Square I, Rocker Square II, and Placer Hall.
  - 4. Orange – Students living in Howard Peterson, Connolly, and Palmerton Hall
  - 5. Green-Overflow parking for the Residence Halls
  - 6. Visitor
  - 7. Loading zones-marked by appropriate signs.)
  - 8. Red Curb Zones-Fire lanes. No Parking
  - 9. Reserved Parking
- B. All vehicles must park in their designated parking area according to the color of their permit, with a valid permit visible. Any vehicle parked in an area not designated by their permit is subject to ticketing, booting or towing at any time.
- C. Handicap, fire lanes, reserved and no parking zones are monitored and enforced year-round 24/7.
- D. Traffic regulations are enforced year around 24-7.

### IV. General Regulations

- A. The motor vehicle laws of the State of South Dakota are in effect within the university (campus) area.
- B. The general rules of common sense, driving courtesy and custom apply and shall be observed at all times.
- C. Anyone parking on campus is responsible for parking information on posted notices in building, email or on Facility Services website.
- D. Tobacco is prohibited on the South Dakota Mines Campus and Parking areas unless specifically noted on the South Dakota Mines Parking Map (See Map).

### V. Specific Regulations

- A. Parking
  - 1. Vehicles may be required to be moved when snow accumulation is expected. Signs will be posted, or an email will be sent to the Campus providing directions.
  - 2. Overnight parking is considered any vehicle that is in a lot checked prior to midnight and still there after 4am. Overnight parking is only allowed in designated lots.
  - 3. A vehicle must be parked so that the vehicle is within the marked boundaries.
  - 4. No vehicle shall be parked in any of the following areas:
    - a. Along campus streets
    - b. Obstructing or partially obstructing a marked crosswalk, sidewalk or staircase.

- c. On any lawn or curb
  - d. In “No Parking” areas
  - e. Within 15 feet of a fire hydrant unless it is an official designated parking spot
  - f. In front of any removable barricade
  - g. In a place that obstructs traffic
  - h. More than twelve inches from the curb
  - i. On ramps leading to Lot
  - j. By yellow curb at any time.
  - k. In any red/fire zone at any time. `
  - l. Loading/unloading zones must have hazard lights on and cannot be in the zone for more than 15-minutes
  - m. Exception – Individuals may request special authorization to park in the above areas. All requests must be in writing to the Service Response Center, [SDSMT-FacilitiesManagement@sdsmt.edu](mailto:SDSMT-FacilitiesManagement@sdsmt.edu) and approved by the Chief of Public Safety Department.
  - n. No faculty, staff, student, or affiliates shall park in visitor parking for any amount of time.
5. No vehicle shall be parked in any of the following manner:
- a. Double-parked
  - b. Parallel parked in wrong direction
  - c. Permanently parked/abandoned/dead-storage
  - d. Occupy more than one vehicle parking space excluding motorcycles
  - e. Have any trailer or any other vehicle in tow attached or unattached (during academic school year only) unless approved by the Chief of Public Safety in advance.
  - f. Left on campus over the summer without written permission from Public Safety.
  - g. Any vehicle parked in front of a dumpster will be towed at the owner’s expense.
6. Vehicles improperly parked may be removed and the cost of removal will be charged to the person in whose name the car is registered or who has custody of the vehicle.

**B. Traffic**

The following traffic regulations are enforced:

- a. Speed limits, stop signs and barricades:
- b. The speed limit on the campus is 15 miles per hour. Pedestrians always have the right of way.
- c. A complete stop is required at all stop signs.
- d. Unauthorized removal or passing of road barricades will constitute a violation.
- e. All vehicles operated in the school area (refer to map) will be equipped with a muffler in good working order to prevent excessive or unusual noise.
- f. Excessive noise from vehicle sound systems is prohibited.
- g. Squealing or roaring starts and screeching turns will be considered traffic violations. (Exhibition Driving)
- h. Other violations include but are not limited to the following: reckless or careless driving; failure to yield to pedestrians or other vehicles; littering; and driving or parking incorrectly or driving on other than designated roadway.

## **VI. VI. PENALTIES FOR VIOLATION**

**A. Liability**

1. Either the person in whose name a vehicle is registered or the person who has custody of a vehicle shall be held liable for all violations arising out of its use on campus and is subject to such disciplinary action as the Parking Appeals Committee sees fit.
2. Vehicles improperly parked may be removed and the cost of the removal will be charged to the person in whose name the car is registered or who has custody of the vehicle.
3. Vehicles that are booted will cost an additional \$100.00 before removal of boot. Vehicle may be towed if boot fee is not paid by Facilities Closing time. Unless other arrangements have been made with Public Safety.

**B. Schedule of Violations**

1. Violations for which fines may be levied include (but not limited to):
  - a. Duplication or falsification of parking permit.
  - b. Failure to register a vehicle.
  - c. Failure to display registration decal on the vehicle.
  - d. Failure to observe parking area restrictions.
  - e. Failure to observe specific regulation listed previously.
  - f. Tobacco violation
  - g. Abandoned, dead-storage, or junked vehicles
  - h. Double parking
  - i. Parking on grass\unmarked parking area
  - j. Unauthorized visitor parking
2. In the event of an emergency or unexpected circumstance whereby, students or employees cannot abide by these regulations, consult the Public Safety Office at (605) 394-6100.
3. Towing of Vehicles-Vehicles may be towed or booted at any time when parked improperly (yellow or red curb, by a fire hydrant, etc.), during an athletics or other events where the parking space has been reserved, or if the vehicle has exceeded four parking tickets for the same offense. In case your vehicle has been towed, contact Facility Services or Public Safety for its location.
4. Immobilization-In case of repeated or flagrant abuse of regulation or parking in an official reserved space, the university reserves the right to have vehicles towed or immobilized (booted) subjected to a \$100.00 fee for removal. In the case that your vehicle has been immobilized contact Public\_Safety at (605) 394-6100.

## **VII. PAYMENT OF FEES**

Violation fees shall be paid to the Cashier’s Office located inside the Surbeck Center, drop box located at the Cashier’s office or online. Student fees will be directly added to the student account and are considered paid in the parking system. Faculty and staff with prior unpaid fees will not be able to purchase a permit until the fees are paid.

## **VIII. USE OF FEES**

Registration and violation fees are deposited in a special account and are used for the following purposes:

1. Administration of these regulations to include purchase of permits, supplies, printing, campus police/safety officer labor, and clerical labor.
2. Purchase and installation of traffic signs.
3. Improvement, construction and maintenance of parking facilities and roads.

## IX. DISABLED PERSONS

Facilities Services will issue handicapped parking placards good for use on campus upon approval from Human Resources for faculty/staff/visitors/affiliates and approval from ADA Disability professional or designee for students. Handicap parking spaces are designated by signs within parking lots on campus. Anyone with a state or South Dakota Mines issued handicapped parking permit (placard or license plate) may park in any designated handicapped parking space regardless of the classification (faculty, staff, student, or visitor) of the parking lot. If no handicap parking spot is available, the vehicle may be parked in the next closest parking spot, regardless of tag color. All faculty, staff, and students are required to purchase a parking permit if they are parking on campus, even if they have a handicap permit.

## X. RESERVED PARKING REQUESTS

All event parking requests must be made with the scheduling office at least 3 business days in advance.

- Campus events may reserve up to 10 spaces for VIP guests in parking lots that are not overnight parking. Any unused reserved spaces will be available for campus use 1 hour after the scheduled event start time. Additional spaces may be reserved at the request of the President's office.
- Campus events can reserve the King Center south parking, stadium west, and ramps B & C lots for event safety or groups of over 300 non-campus visitors with permission from Scheduling, Athletics and Public Safety departments.
- Paleontology south, stadium east, and loop road are not available for reserved parking. The McLaury and Surbeck Center lots are only available to be reserved under special circumstances when classes are not in session.
- Events with expected attendance of over 30 non-campus visitors will be added to the no ticketing list for the appropriate lots. Events with expected attendance of 5 – 30 non-campus visitors should contact Facilities Service Response or Scheduling & Event Operations at least 3 business days in advance to request group visitors permits.

## XI. VISITOR PARKING

Parking for visitors is in the parking lot in front of the Surbeck Center, as well as in front of the O'Harra, Paleo, Stadium East Parking Lot and the Facility Services Building marked by signs. Visitor permits can be picked up at the Facility Services and Surbeck front desk,

7. Visitor parking may not be used by current South Dakota Mines students, faculty, staff, or affiliates.
8. Facility Services or Chief of Public Safety or designee may issue visitor passes for extended time periods or under special circumstances. Visitor passes must be entered into the database

## XII. APPEALS

- A. Basis of Appeals-any individual who feels that an injustice has been committed may appeal his/her violation to the Parking Appeals Committee. Lack of parking regulation knowledge is not a valid reason for an appeal. Appeals must state fully the grounds on which the appeal is based.
- B. Appeals shall be made using the on-line appeal process on the Facilities Services website <http://www.sdsmt.edu/appeal/>.

- C. The appellant has the option to appear before the Committee and may submit such evidence directly to the committee. The Parking Appeals committee will review all requests and will vote to approve or deny the request. A majority vote of the committee is required to overturn a ticket.
- D. All decisions of the Parking Appeals Committee are final.

### **XIII. PARKING APPEALS COMMITTEE**

- A. Membership and Quorum- The committee shall be chaired by the Vice President for Finance and Administration, or designee and the committee shall consist of two members of the Student Senate, Faculty Member, NFE employee, and CSA employee. If a member is unable to attend, they must send a designee from the group represented to attend or provide their votes prior to the meeting. In the event only one of the Student Senate members can attend a meeting, the student member will have two votes. The Parking Appeals Committee meets or votes via email once per month on appeals or as needed outside of the academic year. In-person meeting will be held if appellant makes a request to attend.
- B. The Facilities, Risk, & Services Senior Official has the authority to re-designate parking areas/spots to meet the needs of students and faculty under the American with Disabilities Act (ADA), attendant and visitor, as necessary.
- C. Duties of the Committee - Review and determine the validity of all South Dakota Mines parking appeals.

### **XIV. AMENDMENTS TO PROCEDURES**

Changes in procedure must be sent through the Vice President, Finance and Administration or Facilities, Risk, & Services senior administrator for approval by the President's Cabinet. An amendment to current parking and traffic procedures shall be considered in force after approval by the President's Cabinet.