



Radford University: Parking and Traffic Rules and Regulations

Approved by the Parking and Traffic Advisory Committee April 11, 2024

I. Purpose

The Purpose of these Regulations is to establish guidelines that promote the orderly conduct of university business and effectively manage parking within the limits available at Radford University locations.

II. Regulations

Radford University has established these regulations for the operation of vehicles by all students, employees, guests, and visitors to the campus. The University Police Department and Parking Services have the responsibility to enforce parking rules and regulations. They have responsibility of collection of fines and fees associated with parking violations to Parking Services pursuant to Section 2.2-4800 of the Code of Virginia. These Regulations are in effect from April 11, 2024, until amended.

RADFORD UNIVERSITY
Parking and Traffic Rules and Regulations
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Part I - General Information

These rules and regulations apply equally to university employees, students, visitors, and guests. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the university community.

PERMIT FEES FOR EMPLOYEE (S AND STUDENTS

\$ Annual permit fees are charged for all employees, students and adjunct faculty beginning in August of each year.

% Permits are valid from August 15 through August 14 of the following year, regardless of the date purchased.

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4. DISPOSITION OF PARKING TICKETS

The individual in whose name the vehicle is registered with the University is responsible for clearing parking citations and the payment of assessed fines. If a vehicle is not registered with the University, the registered owner will be responsible for all parking citations issued to that vehicle and the payment of assessed fines.

Parking citations are cleared in accordance with the following procedures:

- A. Parking citations may be paid online, in person at the Parking Office in Heth Hall, by mail to the Parking Services Office (PO Box 6992 Radford, VA 24142), or by phone at (540)-831-6361 for disposition upon receipt of the citation.
- B. For any payment mailed, the postmark date will be the date used as the date on which the payment will be applied.
- C. If payment of original citation is not received by the Parking Services Office within 10 calendar days of ticket issuance a \$15.00 late fee will be assessed.
- D. If after 30 calendar days, the ticket remains unpaid, an additional \$15.00 late fee will be added to the account.
- E. All Faculty/Staff unpaid parking fees, at time of separation, will be collected from the employee's final paycheck.
- F. All other unpaid fees will be referred to the Virginia Department of Taxation for collection, an external collection agency or the Payroll Office to garnish wages.

Part II – Parking Regulations

ARTICLE I: GENERAL REGULATIONS AND DEFINITIONS

SECTION 1. DEFINITIONS

The meaning of other terms shall be as follows:

- a. **ACADEMIC YEAR:** From the beginning of one fall semester to the beginning of the next fall semester.
- b. **BLOCKING DRIVE/DRIVEWAY:** Blocking any street, alley, road, or any areas in parking lots which is not designated for parking.
- c. **CAMPUS:** All property which is owned or leased by the Commonwealth of Virginia, and which is under the supervision of the Board of Visitors of Radford University.
- d. **CROSSWALK:** The portion of a roadway ordinarily included within the prolongation of the lateral lines of sidewalks at intersections or any portion of a roadway distinctly indicated for pedestrians crossing by lines or other marking on the street surface.
- e. **CHIEF OF UNIVERSITY POLICE:** The person designated by the Vice President for Finance and Administration to be responsible for enforcing Virginia Statutes and the provision of these regulations.

- f. **EMERGENCY VEHICLES:** Vehicles used by the University Police Department, Radford City or Virginia State Police and any marked Fire or Emergency Medical vehicles.
- g. **INTERSECTION:** The area embraced within the prolongation of the lateral curb lines of two or more streets which join one another at any angle whether one such street crosses the other.
- h. **OPERATOR:** The word “operator” as used in this regulation means any individual who operates a vehicle or is in physical control of that vehicle.
- i. **OVERTIME PARKING – METER:** A parking meter is in violation when the time is expired.
- j. **OVERTIME PARKING – CHARGING STATION:** When a vehicle is in a charging station space and is not an electric vehicle or is an electric vehicle but is not plugged-in to the station.
- k. **PARKED VEHICLE:** The standing of a vehicle, whether occupied or not.
- l. **PARKING AREA:** Any space set aside and marked for parking vehicles, either permanently or temporarily.
- m. **PARKING SERVICES OFFICE:** The office responsible for the management and administration of parking facilities, resources, policies and procedures, and enforcement.
- n. **REGISTRANT:** The individual in whose name a vehicle is registered with the Parking Services Office.
- o. **SIDEWALK:** Any area designated for or marked by proper authorities for the exclusive use of pedestrians.
- p. **STOP:** Complete cessation of movement of the vehicle.
- q. **STREET:** Any way or place designated or marked by per authorities for vehicle, bicycle, and moped traffic.
- r. **STUDENT:** Any individual enrolled or participating in academic activities at the university other than university employees.
- s. **UNAUTHORIZED USE OF A PERMIT:** Possession or use of a Radford University parking permit by any person other than the original purchaser or in any vehicle other than those legally registered to the permit.
- t. **UNIVERSITY:** Unless otherwise provided, Radford University.
- u. **UNIVERSITY EMPLOYEE:** Any individual employed by Radford University.
- v. **VEHICLE:** Any device in, upon, or by which a person or property may be transported or drawn upon the campus, except devices moved by human power. The term “motorcycle,” in these regulations applies to any two-wheeled or three-wheeled motor-propelled vehicle.
- w. **CAMPUS SERVICE OFFICER:** Any person appointed by the Chief of University Police to enforce parking regulations and direct traffic on campus.
- x. **SERVICE VEHICLE:** Any clearly marked vehicle owned by the university providing maintenance or making deliveries to the various buildings on campus or any vehicles designated by Parking Services Office as such,

y. **CONSTRUCTION PARKING AREA:** Any area designated by appropriate

The President, acting pursuant to the authority vested in them as Chief Administrative Officer of Radford University and by these regulations, shall exercise their discretion and authority in such a manner as to insure the proper conduct of the necessary business of the university and the effective utilization and control of the available parking areas and facilities on the campuses of the university for the benefit of students, visitors, and employees. The President has delegated to the Vice President Finance and Administration, the Chief of University Police, and the Parking Services office the responsibility for the implementation and enforcement of these regulations.

ARTICLE II: REGISTRATION

SECTION 1. REGISTRATION OF VEHICLES

Students and employees of the university who operate or park a personal vehicle on the

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By filing a Lost or Stolen Permit Report with the University Police and Parking Services anyone can replace their permit at any point during the year for \$10.00.

SECTION 5. MISUSE OF A PERMIT

Parking permits are non-transferrable. A permit may only be used by the original purchaser and only in the vehicle(s) registered with the permit. Unauthorized use of a permit may result in university sanctions, monetary penalties, and/or loss of parking privileges.

SECTION 6. EXPIRATION OF PERMITS

All student and faculty/staff permit, regardless of the issue date, will expire annually on the date printed on the permit.

SECTION 7. REGISTRATION REQUIREMENTS

- A. A vehicle may be registered only by its owner, by the owner's child, parent, spouse, or guardian.
- B. Parking services may require an individual to produce a current operator's permit and valid registration card or evidence of his/her right to use the vehicle.
- C. The individual in whose name the vehicle is registered with the University is responsible for all parking tickets issued to that vehicle as well as any associated fines. If a vehicle is not registered with the University the registered owner of the vehicle will be responsible for all parking tickets issued to that vehicle and the payment of assessed fines.

SECTION 8. VISITOR/GUEST PARKING PERMITS

- A. A guest of an employee or student must obtain a valid day permit to park in the university owned parking lot designation listed on the day permit.
- B. Departmental visitor permits may be obtained from the associated department.
- C. Departments requesting special parking permits for groups should request these in writing at least five business days prior to the event to the Parking Services

- ii. Please also stress that they are responsible for keeping the pass legible and intact. If the pass becomes illegible or damaged beyond repair, they will be responsible for purchasing a new pass at full price.

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- B. Parking Services or the University Police Department should be notified immediately if a vehicle is disabled (signs on windshield are not acceptable) or prior to loading/unloading a vehicle.
- C. The use of flashers does not give permission to illegally park.

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Parking in reserved spaces, disabled parking spaces, loading zones and visitor's spaces are enforced twenty-four (24) hours a day 7 days a week. Waldron Clinic spaces are restricted as posted.

SECTION 5. VEHICLE RESTRICTIONS

Vehicles shall not be parked upon any street, parking space, parking lot, parking area, alley, or driveway for the principal purpose of:

- A. Displaying the vehicle for sale.
- B. Washing, greasing, or repairing the vehicle except in the case of repairs necessitated by an emergency and except when permission is granted by the Chief of University Police.
- C. Storage of any detached trailer or semi-trailer, including but not limited to campers, boats, or mobile home(ol)-2 M2

ARTICLE VII: VIOLATION PENALTIES

SECTION 1. APPLICABILITY

This schedule of penalties is applicable to all persons operating vehicles on university property.

SECTION 2. DISTRICT COURTS

Vehicle operators may be charged in the City of Radford General District Court for violations of the Virginia Code that are traffic violations, misdemeanors, or felonies. Vehicle operators who commit violations of infraction offenses from Virginia Statutes may be cited on a Virginia Uniform Summons form and referred to the City of Radford General District Court.

SECTION 3. CIVIL PENALTIES

- A. The parking violations listed below are considered civil offenses and applicable fines are assessed and collected through established University Debt Collection Procedures. Fines may be paid online (<https://www.radford.edu/content/parking-transportation/home/online-services/pay-citation.html>)

Any account with \$125 or more in unpaid citations may have their vehicle impounded or immobilized until all fines and fees are paid in full to include a \$25 immobilization fee and/or any applicable towing and storage fees. Parking privileges may be revoked for frequent violators of parking regulations. Any vehicle that is

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