

Drake University 2015-2016 Parking Regulations

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Vehicle Registration and Permits

Please note that possession of a valid University issued Parking Permit (with the exception of Reserved Space Permits), does not guarantee a parking space.

Faculty/Staff and Sodexo

All faculty and staff (including Sodexo) employees who wish to park on campus must register their vehicles with the Department of Public Safety. Application forms are available at the Student Services Center located in the lower level of the Carnegie Office. Upon completion of the application, faculty and staff employees receive an F/S decal. Faculty and staff employees may choose to purchase yearly, semester, or summer-only decals. All faculty and staff permits are valid seven days a week from 6 a.m. until 2 a.m. in any commuter lot. The decal must be properly affixed to the inside of the left rear window (see diagram); vehicles not properly displaying a valid decal or permit are considered unregistered and are subject to ticketing and/or towing.

Faculty and staff are reminded of the parking constraints on campus and as such are asked to arrive early in order to find a legal parking space. Parking illegally because the lot is full, other vehicles are parked illegally, or because the staff member may be late are not valid excuses. Overnight parking for faculty and staff is not available except for Residence Life live-in staff. If Faculty or Staff are traveling on official University business they may receive a travel permit from the Public Safety Department allowing them to park their car overnight in Lot 4 or 29.

Students

All students wishing to park on campus must register their vehicles with the Department of Public Safety. Application forms are available at the Student Services Center Office located in the lower level of the Carnegie Hall. Upon completion of the application:

- Commuter students are eligible to receive a commuter decal.
- On-campus resident students are eligible to receive a resident permit.

Eligible students may choose to purchase yearly, semester, or summer decals. The decal must be properly affixed to the inside of the left rear window (see diagram); vehicles not properly displaying a valid decal or permit are considered unregistered and are subject to ticketing and/or towing.

Athletic Facility Users

All non-University faculty, staff, or student users of any of the athletic facilities must register their vehicles with the Department of Public Safety if they wish to park on University property. Application forms are available at the Student Services Center located in the lower level of the Carnegie Hall. Upon completion of the application, athletic facility users will receive an athletic decal. The decal must be properly affixed to the inside of the left rear window (see diagram); vehicles not properly displaying a valid decal or permit are considered unregistered. Parking is available in lot 4 only with this permit.

Handicap and Medical Parking Permits

Faculty, staff, and student vehicles that possess state-issued handicap license plates or permits must still possess a valid Drake University parking decal or permit to park on Drake property.

Temporary Parking Permits

It is the responsibility of students, faculty, and staff to ensure their visitors and guests obtain temporary parking permits either prior to arrival through the campus Eventbrite site or upon their arrival at Drake from the Department of Public Safety office, located on 25th Street. The only exceptions to this rule are guests of the Office of Admission who receive their temporary passes from the Admission office.

Temporary parking permits are also issued to vehicles that will only be on campus for a few days (up to two weeks). Temporary permits are issued for the following:

- 1) **Day Visitors**—On campus between 7 a.m. and 5 p.m.
- 2) **Weekend Residence Life Visitors**—Requires Residence Life approval, valid overnight and during the day Friday beginning at 5 p.m. through Sunday at 5 p.m.
- 3) **Weeklong Residence Life Temporary Pass**—Only available to resident students

Decal and Permit Types and Cost:

The following are the types of permits that eligible individuals may purchase. Eligibility for particular types of permits/decals is determined by Campus Public Safety

Off-Campus Daily Commuter Students: Valid from 6 to 2 a.m., seven days a week in all commuter lots—blue permit

Yearly—\$160

Semester—\$100

Summer—\$25

Faculty/Staff: Valid from 6 to 2 a.m., seven days a week in all commuter lots—maroon permit

Yearly—\$160

Semester—\$100

Summer—\$25

Resident Students: Valid 24 hours a day in all residential lots—red permit

Yearly—\$250

Semester—\$165

Summer—\$25

Evening Permits: Valid from 4:30 p.m. to 2 a.m. and all day on weekends in any commuter lot—yellow permit

Yearly—\$85

Semester—\$50

Athletic Facility Users: Valid from 6 a.m. to midnight only in lot 4—green permit

Yearly (regardless of when purchased)—\$50

Ray Society: Valid Monday–Friday only in lots 1 and 16—grey permit

Yearly—\$20

Temporary Passes:

Day Visitor—Valid Monday–Friday, 7 a.m.–5 p.m. in commuter lots: \$5 per day

Residential Weekend Visitor—Starts Friday at 5 p.m., ends Sunday at 5 p.m., in residential lots—\$25

Weeklong Residential Permit—24 hours, seven days a week, residential lots—\$35

Admission Permits—Valid seven days a week in lots 16 and 24—\$0

Travel Permits—Valid 24 hours a day in lots 4 and 29—\$0

Vendor Permits—Valid Monday–Friday from 5 a.m. to 5 p.m. in all lots—\$0

Parking Decal Placement By Vehicle



Parking Regulations

Vehicles may only be parked in clearly designated legal parking spaces. Areas posted with signs restricting parking (handicap, service vehicles, loading zones, fire lanes, etc.) must be observed and complied with. Parking in any travel lane, taking more than one parking space, blocking another vehicle, or parking on the lawn are all prohibited. It is neither possible nor desirable to post all areas on campus where vehicles may not park. Specifically, vehicles are prohibited from all lawns, except when specifically authorized. Driving or parking on any sidewalks or pedestrian ways is strictly prohibited. Parking regulations are in effect throughout the year (all 365 days), including breaks in the academic calendar.

Commuter lots are designated by signage and are available seven days a week from 6 a.m. to 2 a.m.

- **Please note that lot 16—Olmsted lot—is now a commuter parking lot.**
- Residential permits are allowed in lots 1 and 4 between 6 a.m. and 2 a.m.
- Commuter permits are valid in lots 18N and 24 from 6 a.m. to 2 a.m.

Parking Violations and Fines

Fines

The following are parking violations and their associated fines.

00. Parked on Sidewalk.....	\$100 plus towing fee
01. Handicap Space	\$100
02. Fire Hydrant	\$100
03. Fire Lane, Roadway, Tow Zone	\$50
04. Restricted Space	\$50 plus towing fee
05. Vehicle Parked on the Lawn.....	\$30
06. Unregistered Vehicle or Not a Valid Permit	\$25
07. Not a Legal Space.....	\$25
08. Loading Zone.....	\$25
09. Warning Ticket.....	\$0

Definitions Of Specific Violations

00. Parked on Sidewalk: Vehicles parked on sidewalks are strictly prohibited. Vehicles in violation may be towed at the owners' expense. (See towing below)

01. Handicap Space: Only vehicles that display a valid state-issued handicap license plate or permit and has a Drake parking permit may park in a handicap space. Vehicles in violation may be towed at the owners' expense. (See towing below)

02. Fire Hydrant: Vehicles may not park within 15 feet of a fire hydrant. Vehicles in violation may be towed at the owners' expense. (See towing below)

03. Fire Lane, Roadway, Tow Zone: Vehicles may not park in any designated fire lanes, travel lane, or tow zone. Vehicles in violation may be towed at the owners' expense. (See towing below)

04. Restricted Space: Vehicles may not park in a reserved space between 6 a.m. and 5 p.m., Monday–Friday (unless the space marked reserved 24 hours).

05. Vehicle Parked on the Lawn: Except for specifically approved events, vehicles may not park on the lawn.

06. Unregistered Vehicle or Not a Valid Parking Permit: All vehicles on campus must be registered with the Department of Public Safety. Vehicles parked on campus that are not registered with the

Department of Public Safety and do not possess a valid parking decal which accrue \$100 or more in parking tickets (paid or unpaid) will be towed at the owners' expense. (See towing below)

07. Not a Legal Space: Vehicles may only be parked in clearly designated legal parking spaces. These violations include, but are not limited to, parking in a travel lane, blocking another vehicle, taking more than one parking space.

08. Loading Zone: Loading zones allowing access to buildings must be kept clear of vehicles, particularly at the bookstore, mail center, and at all dining halls.

09. Warning Ticket: Vehicles may only be parked in clearly designated legal parking spaces.

Payment of Fines

All fines are payable at the Student Services Center within 30 days of receipt of the ticket. Students, faculty, and staff are expected to pay all fines within 30 days of receipt of the ticket.

Towing

All vehicles towed are done so at the owner's expense. Vehicles that have been towed require a voucher from Drake Public Safety prior to picking up the vehicle from the tow company. Any vehicle eligible for towing in which the owner returns to the vehicle, or the vehicle is moved before the arrival of the tow company shall be assessed a charge of the ticket plus \$50. All outstanding fines must be paid in full.

Services Provided to Disabled Vehicles

Upon request, the Department of Public Safety will assist on-campus motorists with disabled vehicles by providing a jump-start and will also provide assistance to those who have locked their keys in their vehicle when staffing permits. If Public Safety is not available we will provide a local business that may assist at the owner's expense. Call the Department of Public Safety at 515-271-2222.

Ticket Appeals

Parking tickets may be appealed within 14 days of receipt (date of the ticket). A Parking Ticket Appeal form, available at the Department of Public Safety office, or here (APPEAL FORM), must be completed. A ticket history, listing any previous tickets, is then attached to the appeal. The appeal is reviewed and either approved or denied based on the facts presented and information available. The following are situations that are typically not accepted as valid extenuating circumstances for parking in violation of Drake University parking regulations:

An appeal based on:

- How long you were parked in violation. Campus Public Safety Officers will issue a parking ticket to any vehicle parked in violation of regulations. An appeal that states the vehicle was only parked for two minutes, five minutes, etc. is not considered valid. A parking restriction holds for parking for any period of time.
- Your need to get to class/work/an appointment on time. It typically requires a few minutes to locate a parking space within the campus' extensive parking system. It is suggested that faculty/staff members plan their schedules to allow sufficient time to find and park in a legal space.
- Lack of a parking space near your destination. Parking spaces are very competitive, and the campus' parking system doesn't guarantee a space in a specific lot.
- The assertion that class wasn't in session. Parking regulations are in effect throughout the entire calendar year (all 365 days), including breaks in the academic calendar.
- Your need to load or unload. Any vehicle that does not receive prior authorization from the Department of Public Safety Office and displays a permit is in violation of parking regulations. Approval cannot be granted after the fact for loading/unloading.
- The appellant's assertion that he or she did not see the sign or line markings. It is the driver's responsibility to note and comply with all posted signage, notices, and line markings.
- A guest/visitor stating that he or she was not aware of the parking regulations. It is well-publicized that faculty, staff, and students are responsible for obtaining a valid parking permit for their guests and should ensure that their guest parks legally.
- The assertion that the customer forgot to register his or her vehicle. All vehicles must be registered with Campus Public Safety. No matter how short a period you might have the vehicle on campus or if you are waiting for new plates, your driver's license or vehicle registration, etc., a temporary parking permit can be issued. Vehicles not properly displaying a valid decal or permit are considered unregistered.
- Vehicle malfunctions. Customers who experience a vehicle malfunction should contact the Department of Public Safety Office for assistance. Campus Safety can assist with on-campus vehicle jump-starts and unlocks, or will assist with contacting a service garage for you.
- The use of four-way hazard flashers. Four-way flashers are designed to warn other motorists that your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.