



## **Rules and Regulations Parking Services**

**Last Updated: August 23, 2022**

**<http://parking.nku.edu/>**

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## Contact Parking Services

### Our Location...

Northern Kentucky University  
Office of Parking Services  
Welcome Center 130  
400 Nunn Drive  
Highland Heights, KY 41099

Phone: (859) 572-5505  
After Hours: (859) 572-5500  
E-mail: [parkingservices@nku.edu](mailto:parkingservices@nku.edu)

### Our People...

	<b>Curtis Keller</b> Director Office: WC 138 Phone: (859) 572-5505 E-mail: <a href="mailto:Kellerc6@nku.edu">Kellerc6@nku.edu</a>	Policies Procedures Administration	
	Parking Operations Event Parking	<b>Jim Caudill</b> Specialist/Night Supervisor Office: WC 136 Phone: (859) 572-7796 E-mail: <a href="mailto:caudillj5@nku.edu">caudillj5@nku.edu</a>	Night Inquiries Event Parking
<b>Sydney Sanders</b> Lead Specialist/Bookkeeper Office: WC 132 Phone: (859) 572-1986 E-mail: <a href="mailto:sanderss12@nku.edu">sanderss12@nku.edu</a>	Invoicing Interdepartmental Bills Office Operations	<b>Jessica Sonder</b> Office Specialist Office: WC 130 Phone: (859) 572-5505 E-mail: <a href="mailto:sonderjl@nku.edu">sonderjl@nku.edu</a>	General Inquiries Permit Sales
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## Frequently Asked Questions:

### **Is there any free parking on campus?**

There is no free parking on the main campus. All surface lots require a permit to park. Visitors may park in any of the three parking garages ([Campus Map](#)).

### **I forgot my permit.**

Call Parking Services for assistance (859-572-5505) between 7:30am and 5:30pm Monday – Thursday, 7:30am and 4:30pm Friday. We can issue you one courtesy permit or courtesy garage validation per semester.

### **How do I request a parking permit?**

Parking permits can be purchased online at our website during the on-line registration period. Once the online registration period has ended, all permit purchases must be made at the Parking Services Office located at 400 Nunn Drive.

### **Why do I need to register my vehicle?**

Identifying your vehicle by linking it to your permit is a condition of use for your permit. It prevents accidental parking citations and allows Parking Services to notify you of headlights on or emergencies. You may register a vehicle online, in the office, by emailing [parkingservices@nku.edu](mailto:parkingservices@nku.edu) or by calling 859-572-5505.

### **How do I appeal a ticket?**

Submit your appeal online, via the parking portal. This form must be filed within 10 business days. If your appeal is denied, a \$2.50 filing charge will be added to the cost of your ticket and you will have 10 business days before a late fee is added.

### **How do I obtain a temporary handicap permit?**

Obtain a doctor or medical note stating your need for a temporary handicap permit, and the dates needed. Then bring note to Parking Services to obtain temporary handicap permit. The temporary handicapped permit will only be valid for a maximum of six (6) weeks and must be placed on the dashboard in plain view.

### **What is the cost of a permit?**

The costs occasionally change between academic years. Current rates are listed at the website, [parking.nku.edu](http://parking.nku.edu).

**Are parking tickets written during summer session, holidays, weekends and nights?**

Yes. Parking rules are enforced when the campus is open for business, even if classes are not held those days.

**I received a parking ticket; how do I pay the fine?**

Parking citations may be mailed, paid by phone, in the office or online via the parking services website. Online and phone payments use credit card only. Mailed payments are money order and check only. In-office payments can be via cash, check, money order, all card, or credit card.

**What is the Motorist Assistance Program (MAP)?**

Free motorist assistance is available on campus, which includes jump start, vehicle lock-outs, and vehicle search (if you forgot where you parked). Please call 859-572-5505 during office hours and 859-572-5500 after hours.

**How do I request support for a special event?**

Please complete our [special event form](#) located on the Parking Services website, under the Forms section.

## **Classification Definitions:**

**Campus Recreation Member:** Anyone using the Recreation Center facilities who is not a student, faculty member, or staff member of the University.

**Chapter 31/VR&E Student:** Veteran Readiness and Employment – If you have a service-connected disability that limits your ability to work or prevents you from working. Please contact the [Veterans Resource Station](#) for more information.

**Contractor/Vendor:** Agencies contracted to provide services to the University.

**Donovan Scholar:** Kentucky residents 65 years of age or older pursuing credit-bearing coursework at NKU. They are responsible their own parking permit at a discounted rate.

**Faculty Member:** Any full-time or part-time employee of Northern Kentucky University who holds academic rank and status (Instructor, Assistant Professor, Associate Professor, or Professor). This does not include graduate assistants or student workers. A part-time faculty member is further described as teaching 9 hours or less.

**Gateway2NKU / Dual Admit Student (Cincy State/JCTC/Maysville/Ivy Tech):**  
A student who is dually enrolled at both Gateway and NKU who intends to complete their associate degree at Gateway and then transfer to NKU to complete their bachelor degree following the outlined degree pathways.

**Staff Member:** Any full-time or part-time employee of Northern Kentucky University who does not hold academic rank or status. This includes employees of other state agencies and employees contracted to provide services to the University. This does not include graduate assistants or student workers.

**Student:** Anyone enrolled in Northern Kentucky University for the purpose of receiving instruction who is not also a faculty or staff member.

**Student Based Scholar:** High school juniors and seniors taking college classes for dual credit.

**Temporary Employee:** A contracted employee, not eligible for payroll deduction benefits.

**Visitor:** Anyone who is not a student, faculty member, or the employee of another state agency.

## I. Mission Statement and Scope of Services

### Mission

Create and effectively meet the parking and transportation demands of the University community, while providing a wide range of quality services within the scope of available resources.

### Scope

Parking Services at Northern Kentucky University, along with the assistance of the Department of Public Safety, are committed to providing:

- Quality parking and related services
- Safe and well-maintained parking facilities
- Promote policies that are customer focused, friendly, and economically sound, and services that support the mission of the University
- Ensure space availability for permit holders through citation issuance

We are committed to providing the university community with quality and related services.

Parking Services is responsible for enforcing all parking lots, parking structures and restricted areas such as docks and loading zones.

- All students and employees who operate a motor vehicle on the Highland Heights campus must be familiar with and abide by the following regulations.
  - These regulations have been designed to ensure the safety of all members of the University community and the efficient utilization of all available parking areas.
  - Driving a motor vehicle on the campus is a privilege granted by the university, and if that privilege is abused, it can be revoked.
- These regulations have been approved by the university's Transportation Committee and the Board of Regents. The University Police and the Office of Parking Services are charged with enforcing these regulations.
- University Police officers are responsible for the full range of law enforcement services and have completed certification training through the Department of Criminal Justice Training (DOCJT).

## **II. General Regulations and Enforcement**

### **A. Driver Responsibility**

1. All persons registering or operating motor vehicles on campus are responsible for knowing the rules and regulations governing parking and traffic.
2. The responsibility of finding a legal parking space rests with the vehicle operator.
3. The speed limit on campus is 20 miles per hour, unless otherwise posted. Vehicles must yield to pedestrians in crosswalks.
4. All students, faculty, staff and other persons affiliated with the University (contractors, vendors, etc.) who operate and park a motor vehicle on the Highland Heights campus must properly display a current parking permit on their vehicle, and must be parked in a designated parking space.
5. Northern Kentucky University does not assume any responsibility for the care and/or protection of any motor vehicle driven onto or parked on the campus at any time or liability for damages or loss to any vehicle's contents while on the campus.
6. In order to establish responsibility for any parking citations accumulated by any motor vehicle illegal parked on university property, the Parking Services Office may make the reasonable presumption that a student or staff member with the same address and last name as the registered owner of the vehicle is the operator of that vehicle.
7. The person who obtains a parking permit is responsible for the following while their registered vehicles are on the campus:
  - a. The safe operation of the vehicle upon which the permit is displayed.
  - b. The conduct of any passengers in the vehicle.
  - c. All parking and traffic citations issued to that permit.
  - d. The maintenance of the vehicle's lights and safety equipment.

### **B. Hours of Regulation**

1. Between 7 a.m. and 6 p.m. Monday through Friday, university employees, students, vendors and visitors must park in specific areas on campus based on their classification. After 6 p.m. on weekdays, weekends, and on days when University classes are not in session, designated parking is canceled and individuals may park in any faculty/staff or student parking area with a valid permit. Handicapped parking spaces and reserved spaces are restricted.



## **C. Disability Parking**

1. To park in a handicapped parking space, the applicant must have an NKU handicap parking permit and a state-issued handicapped designated plate, placard, or handicapped parking permit registered in their name. The applicant can also stop in the office and obtain a handicap sticker for their university issued permit. Parking Services will need a valid driver's license and handicap placard and/or handicap registration. This permit allows the individual to park in a faculty/staff parking space (except for reserved spaces), student parking area, or handicapped space. Please contact Parking Services to obtain a temporary handicap permit.
2. To obtain a temporary handicapped parking permit, the applicant must bring to the Parking Services Office a certification from the physician explaining the temporary disability. The letter must also contain a statement as to the dates the physician expects the person to be temporarily disabled. The temporary handicapped permit will only be valid for a maximum of six (6) weeks and must be placed on the dashboard in plain view.
3. Handicap spaces are available to visitors with special needs. These spaces require a valid state issued handicap placard and a permit issued by Parking Services. Please stop by the Parking Services on Nunn Drive between the hours of 7:30 a.m. and 5:30 p.m. to obtain a permit Monday-Thursday or 7:30 a.m. and 4:30 p.m. on Friday.

## **D. Loading/Unloading**

1. For purposes of loading/unloading, operators of vehicles must contact the Parking Office and provide details regarding the operator's passenger vehicle (Make, Model, Color, License Plate #). The passenger vehicle is permitted to park for 20 minutes in the authorized space. Loading authorization does not authorize the holder to park where parking is specifically prohibited or in handicapped and reserve spaces.

## **III. Departmental Parking**

### **A. Supporting University Departments**

1. Parking Services will work with departments with unique parking needs and, whenever possible, develop solutions to accommodate these needs. Situations requiring consultation with management should be done in advance to allow communication, planning and agreement among all parties.

- B.** Special Event parking requests can be coordinated using the "[Special Event Form](#)" on the Parking Services website.

## **C. State Vehicles**

1. State Vehicle (SV) permits are available at a yearly charge. These allow access to state vehicle spaces in all gated and non-gated lots.
2. State Vehicle parking spaces are reserved for use by state vehicles only and regular spaces should not be used for state vehicle parking.

## **D. Garage Validations**

1. Validation Tickets allow departments to validate the parking of guests and visitors in one of the campus pay facilities. Validation tickets are obtained from Parking Services. Departments will be assessed a \$5 fee for each validation ticket used in the garage.
2. Departments are responsible for properly informing guests/visitors where and how to use validation passes. Specifically, departments should instruct visitors to take a time stamped ticket upon entrance. Department will then issue the validation ticket to the visitor. The visitor should first insert the ticket they pulled at entrance and then insert the chaser validation ticket.
3. Validated tickets are valid in Welcome Center Garage, University Garage and Kenton Garage.

## **E. Departmental Visitors**

1. Departmental Visitors should park in one of the three garages on campus. Visitors will be required to pay the corresponding garage rate, unless a validation ticket is issued to the visitor. Twenty-minute parking spaces may be used for visits of twenty minutes or less.

# **IV. Vehicle Registration Policies**

## **A. Motorcycle and Moped Registration**

1. In addition to the one (1) permit for your motor vehicle, an applicant may be issued a decal for a motorcycle at no charge. A motorcycle decal must be displayed only on the vehicle for which it was obtained and may not be transferred between vehicles. Decals may never be taped or laminated, or applied in any way so as to be removed and used in another vehicle.
2. For safety reasons motorcycles are not allowed to park in garages. Motorcycles, mopeds and scooters are prohibited from parking in bike racks, fire lanes, yellow zones, sidewalks, disability spaces, access zones, unauthorized spaces or loading docks.

3. NKU has designated motorcycle parking in Lots I & J. However, they are allowed to utilize regular parking spots in surface lots that correspond with hangtag assigned for customer classification.

## **B. Automobile Registration**

1. All vehicles parked on the property of the Northern Kentucky University must display a valid state license plate tag or be subject to immobilization.
2. Hang tag permits must be displayed from the rearview mirror, so that the permit number is visible and the expiration date faces the windshield. Motorcycles/Scooters must display valid permanent decals on the right front fork or license plate.
3. Current photo identification or electronic signature and verifiable state vehicle registration information must be presented to purchase a permit.
4. An individual may not register a vehicle for another person except co-registration among family members.
5. Permits are for the use of the permit holder only and remain the property of Northern Kentucky University while valid.
6. Permits should be removed from a vehicle before transfer of ownership. Parking Services should be notified when a vehicle is no longer the individual's responsibility.

## **V. Permit Guidelines & Sales**

### **A. Students**

1. Students can purchase a permit online or at the Parking Services office. Permits can be purchased by the semester or the year. If you have outstanding parking fines, they must be paid before you can purchase your permit.
2. Any type of discounted permit or permit paid by a third party must be purchased in the office.

### **B. Faculty/Staff**

1. Faculty and Staff can purchase a permit by coming to the Parking Services Office or by ordering online during the online registration period. Faculty and staff that are paid through Northern Kentucky University must purchase their permit via payroll deduction. Temporary employees are not eligible for payroll deductions.
2. Personnel leaving campus for an extended period of time should make arrangements to pay for the balance due on the permit to avoid cancellation. Failure to return or

cancel a permit will result in a balance on your account.

3. Terminated Faculty/Staff and otherwise exiting employees are no longer eligible for a permit and must return their permit to Parking Services. Failure to return the permit will result in additional charges to an account and may prohibit future permit purchases.

## **C. New Employees**

1. New employees must possess a valid All Card before purchasing a permit. All new employees are eligible for payroll deduction, **except temporary staff.**

## **D. Retired Employees**

1. A retiree permit is for the exclusive use of the retiree only. The employee must have had a parking permit at least two years prior to retirement. Should an employee return to the university for the purposes of employment, the retiree permit should be returned to Parking Services, a faculty/staff permit must be obtained, and parking deductions should resume.

# **VI. Visitors**

## **A. Visitor Parking**

1. Visitor parking is located in the Welcome Center, University, and Kenton Garages. Always pull a ticket as you enter the garage, even if the gates are up. If you do not pull a ticket you will be charged a lost ticket fee. If garage is full visitors may request an overflow ticket from parking services, or garage attendant, if on duty.
  - a. Welcome Center Garage, at the corner of Nunn & University Drive
  - b. Kenton Garage, off Kenton Drive, across from Griffin Hall
  - c. University Garage, next to MEP building.
2. Handicap spaces are available to visitors with special needs. These spaces require a valid state issued handicap placard or license plate.
3. All requests to accommodate visitors for special events need to be coordinated with Parking Services via the submission of a special parking request form which is located on our website. If you have specific visitor parking questions, please call us at (859) 572-5505.
4. Only Parking Services may authorize a visitor to park in an area not designated for visitors.
5. Departments may pay for guests' parking using short-term permits or validation tickets.

## **B. Printable Day Permits**

1. Visitors can purchase a printable day permit online for the max daily garage rate.
2. Visitors will need to create and log in with a Guest Account in the [NKU Parking Portal](#). This will require registration of the vehicle that will be using the permit, and can only be paid with credit card.
3. Students & Faculty/Staff can purchase a day permit for friends and family who visit campus by logging into the parking portal with their own credentials, and by registering the vehicle that will be using the pass as opposed to their own.
4. The permit must be displayed on the vehicle's dashboard, and can only be used in surface lots designated Permit or Student. The permit can only be used in the vehicle that was registered at the time of purchase. Any misuse or falsifying of the permit will result in parking citations or possible vehicle immobilization.

## **VII. Permit Usage and General Policies**

### **A. General Permit Regulations**

1. All students, faculty, staff and other persons affiliated with the University (contractors, vendors, etc.) who operate and park a motor vehicle on the Highland Heights campus must properly display a current parking permit on their vehicle.
2. Students, faculty, and staff who park on campus after normal hours must also obtain and display a current parking permit. This includes students who take classes at night and faculty or staff members who work at night.
3. All parking permits for the academic year expire at the end of the summer semester. Those with a continuing need to drive or park on the campus must obtain a new permit prior to the fall semester.
4. Those attempting to park on campus between 8 a.m. and 12 p.m. are advised to arrive well before their class, appointment, or the beginning of their scheduled work shift. Since 8 a.m. to 12 p.m. is the period during which the campus is most heavily populated, the only spaces available may be located a considerable distance from an individual's final destination. Unavailability of parking spots close to your destination is NOT an acceptable reason to violate parking regulations, and if the resulting citation is appealed with this reason, appeal denial is guaranteed.
5. Faculty/staff permits are for the use of the registered faculty/staff member only and must not be used by spouses/children who are students or by any other individual. Violation may result in fines and the revocation of the parking permit.
6. Faculty/staff members who resign from the University to become full-time students must turn in their faculty/staff permit and purchase a student permit from the

Parking Office.

7. Students who become full-time employees of Northern Kentucky University must turn in their student permit and order a faculty/staff permit at the Parking Office. Payroll deduction for this permit will begin.
8. Any vehicle parked on campus for the benefit/purpose of a specific student or employee must be parked in accordance with the student's or employee's classification and must have an appropriate permit properly displayed. The student or employee will be responsible for any citations issued to the vehicle if it is not parked in accordance with campus regulations.
9. Permits cannot be sold, altered, falsified, or transferred to another individual. Permits are for use by the individual issued the permit. Parking permits must not be altered or defaced in any manner. This includes changing the wording or the expiration date. Any alterations will result in immediate immobilization and fines.
10. Each faculty/staff member/contract employee is limited to one (1) permit per individual. A permit may be transferred from one vehicle to another, but must be used only by the student or employee to whom it was issued. Furthermore, the issued permit will only cover parking for one vehicle on campus at a time.
11. In the event your vehicle becomes disabled, it is the owner/driver's responsibility for its removal as soon as available services permit. Lot and/or garages may not be used to store a vehicle. If a vehicle will be left unattended for more than 48 hours, the owner/driver should contact Parking Services.

## **B. Refunds**

- I. This policy applies only to student & faculty/staff permits (full year, semester). All other permits are not subject to return/upgrades.
  - a. Faculty/Staff - Please return your permit to Parking Services and we will cancel your payroll deductions immediately provided there are no outstanding parking fines on your account. Returns will not be prorated for Faculty/Staff returns.
  - b. Students – Students must return their permits to Parking Services. A full refund/upgrade will be given for permits returned within the first two weeks of class during the fall and spring semesters of which you purchased your parking permit. If you choose to purchase a permit for the full year, a refund/upgrade will be given during the first two weeks of the fall semester only. Refunds will not be issued if you have an outstanding balance with the university.

## **VIII. Temporary Permits & Replacement Permits**

### **A. Temporary Permits**

1. Temporary permits are available to permit holders who have left their regular permit at home. One permit and one garage validation will be issued at no charge and subsequent permits will be issued at a cost of \$5 per day.
2. Temporary permits are not intended to allow two vehicles on campus for a single permit holder. Such acts will constitute falsification.
3. Temporary permits cannot be replaced or returned for a refund.

### **B. Replacement Permits (Lost/Stolen)**

1. If your permit is lost or stolen please report it to Parking Services. The cost of a replacement permit is \$25.00. Any further use of the lost/stolen permit is fraudulent. If stolen on NKU's campus, the permit holder must file a police report with Campus Police.
2. If the lost/stolen permit is found the vehicle displaying the permit will be immobilized. The individual will make reimbursement to the original owner of the lost/stolen permit.
3. Anyone misrepresenting the circumstances of the loss or theft of a permit will be subject to student judicial actions or prosecution in accordance with Kentucky Criminal Law.

## **IX. Special Permits**

### **A. Campus Recreation Permits**

1. This permit is will allow you to park in lots A, G, K, and L, as well as Kenton Garage from 3 p.m. onward. Entering the garage prior to 3 p.m. will result in the permit holder being charged for the time leading up to 3 p.m.

### **B. Disability Permits**

1. See Section II.C

### **C. Music Prep Permits**

1. This permit is valid in all Student and Permit lots. After 6:00 p.m. you may park in lots marked Faculty/Staff.

## **D. Reserved Permits**

1. Reserved spaces are available to Faculty & Staff.
2. Contact Parking Services for availability, location, and cost.

## **E. Retired Parking Permits:**

1. This permit is valid in any Faculty/Staff and Permit lots. After 6:00 p.m. you make park in lots marked Student.

## **F. VIP Permits**

1. Vehicles displaying a VIP parking pass may park in any legal parking space, other than a handicapped space or reserved space.

# **X. Vendor/Contractors/Construction Parking and Permits**

## **A. Accommodating Construction Projects**

1. Northern Kentucky University is a continually growing institution. Renovations on older buildings and new constructions are a familiar part of the landscape. Parking Services will work with contractors to make accessing work sites possible.

## **B. Construction Zone Parking**

1. Representatives of companies involved in construction or similar renovation projects on campus are required to have a valid Contractor permit. Contractors are encouraged to contact Parking Services regarding parking and permits prior to submitting bids on projects. Contractors are responsible to inform workers, and sub-contractors of parking requirements.
2. Please visit the website or contact Parking Services for updated rates.

## **C. Vendor/Contractor Permits**

1. Contractors or vendors who will be on the campus for extended periods of time due to construction or contract work are expected to make arrangements with the Parking Services office for a permit. If you make frequent short-term visits (30 minutes or less) to the campus for deliveries, business reasons, etc. a permit will be provided free of charge.



## **XI. Parking Violations and Fines**

### **A. Responsible Party**

1. A Permit cannot be sold, altered, falsified, or transferred to another individual. A permit is for the sole use of the person to which it is issued.
2. Citations will be the responsibility of the registered holder of the permit.
3. If no permit is displayed, the owner of the vehicle will be responsible for resulting parking violations.
4. If no permit is displayed, but the vehicle is registered to a permit holder, the owner of that permit will be responsible for resulting citations.

### **B. Violations and Fines**

1. Parking and traffic citation fines are recommended by the University Transportation Committee and established by the Board of Regents. University parking and traffic citations are issued by student parking enforcement officers and University police officers.
2. Anyone possessing a permit that has been reported as lost or stolen, or that has been counterfeited and/or altered, can be referred to the Dean of Students for disciplinary action and/or charged with violation of Kentucky Revised Statutes 516.070 -- Criminal Possession of a Forged Instrument, 3rd Degree.
3. If an individual receives a citation for not having a parking permit or for having an expired permit, it can be voided upon purchase of a current permit. This courtesy void can only be used once per academic year, and is limited to the initial citation if more than one is received.
4. Improper display of parking permit—permit placed other than on rear-view mirror or on correct location on windshield. The permit must be clearly visible through front windshield with the colored side facing forward.
5. Each parked vehicle must be positioned so that its tires do not rest upon nor cross over the lines that designate the parking space it occupies.
6. Motor vehicles must not be parked in areas not designated for parking. These include sidewalks, grassy areas, shoulders of streets, areas of parking lots not lined as spaces, and areas in gravel lots that do not have concrete bumper blocks.
7. Motor vehicles must not be parked in such a way that they block crosswalks, sidewalks, service drives, loading zones, construction zones, handicapped access areas, or legally parked vehicles. Vehicles in violation of this regulation may not only

receive a parking citation, but may also be towed at the operator's expense.

8. See Attachment A for the fine schedule and other violations not detailed above.

## **C. Impounding/Immobilization**

1. Vehicles may be immobilized for violating university parking regulations and/or state laws.
  - a. Any attempt to move an immobilized vehicle or remove the wheel immobilizer may cause serious damage to the vehicle. Any damage caused by such an attempt will be the sole responsibility of the driver.
  - b. In order to remove the wheel immobilizer, the driver must pay an immobilizer fee, and all outstanding parking citations.
  - c. If the parking fines are not paid within 72 hours, the vehicle will be towed at the owner's expense to the wrecker service's establishment unless other conditions apply.
2. In all cases when an auto-boot immobilizer is utilized to disable a vehicle, the officer placing the boot on the vehicle will immediately place a completed "Warning Immobilization Notice" on the windshield (driver's side) of the vehicle and/or on the driver's side door. If you find such a notice on your vehicle, contact Parking Services or University Police immediately. Any attempt by the owner to move the vehicle or remove the immobilizer while the auto-boot immobilizer is in place, may result in damage to the vehicle and a \$225.00 fine.
3. The vehicle wheel immobilizer will be installed and an Immobilizer/Barred Vehicle citation issued in one or all of the following situations:
  - a. A motor vehicle that displays an altered, defaced, duplicated, counterfeited permit, or is displaying a permit that has been reported to the University Police as lost or stolen.
  - b. A motor vehicle that has received three or more outstanding parking citations regardless of the 10 business day policy in which a citation can be paid or appealed. Citations that are under appeal will not be considered an outstanding citation. The wheel immobilizer will not be removed until all outstanding citations are paid.
  - c. A motor vehicle does not display a current permit, does not display any license plate, and does not have a Vehicle Identification Number (VIN) that can be read.
  - d. A motor vehicle that blocks, hinders, or obstructs a legally parked vehicle, crosswalk, sidewalk, handicapped access area, service drive, or loading zone.
  - e. A motor vehicle that is parked in any designated handicapped parking space without an official state handicapped license plate, placard, or permit, and without a university parking permit.
  - f. A motor vehicle that is parked in any designated reserved lot or spot without a reserved parking permit

- g. Because of limited parking facilities and the increasing demand of space, a vehicle will not be allowed to occupy a parking space when in an inoperable condition for a period exceeding 48 hours. If Parking Services or the University Police are not notified, a notice of violation will be issued to the Vehicle. If the vehicle is not moved, it may be towed at the owner's expense.

## **D. Payment of Fines**

1. Vehicle owners will be responsible for all citations issued.
2. Citations issued to a vehicle displaying a permit will be the responsibility of the registered permit holder.
3. A \$15.00 late fee will be added to any citation not paid or appealed within 10 business days. The \$15.00 late fee will also be applied 10 business days after an appeal decision is made; starting with the day the citation was issued.
4. Employees may pay at the Parking Services website by logging into their Parking Account, via mail or in person.
5. Visitors may pay at the Parking Services website (by creating a guest account), via mail or in person.
6. Acceptable payment methods include cash, credit card (except American Express), check, money order, and all card.
  - a. Checks will not be accepted if the vehicle is immobilized.
  - b. Coins will not be accepted unless they are properly rolled in bank certified coin rolls.
7. Non-payment of citations may result in a hold on the student's record, immobilization or impoundment.
  - a. A hold is placed on a student's account once they have an outstanding balance with NKU Parking Services of \$100.00 or more. Once a hold is placed on your account, it will NOT be released until the entire balance is paid in full.
8. Citations not paid or voided prior to purchasing a permit will prevent you from receiving a permit.
9. If you accumulate three or more outstanding citations your vehicle may be impounded or immobilized.

## **E. Other Violations and Penalties**

1. The campus is located within Campbell County, Kentucky. Violation of state traffic statutes subject violators to criminal prosecution. Individuals involved in moving and other violations of traffic statutes/ordinances may be required to appear in the Campbell County District Court. Examples of such violations include, but are not limited to:
  - a. Exceeding the posted speed limit
  - b. Reckless or careless operation
  - c. Placing illegal equipment on a motor vehicle
  - d. Failure to observe traffic signs and/or signals
  - e. Disturbing the peace
  - f. Illegally parking in a designated handicapped parking space
2. Penalties for violating university parking and traffic regulations include, but are not limited to:
  - a. Fines
  - b. Suspension of campus driving and parking privileges
  - c. Disciplinary probation
  - d. Suspension from the University
3. Campus Traffic Violations:
  - a. The speed limit on campus is 20 miles per hour unless otherwise posted. Operators of all motor vehicles must observe this speed limit.
  - b. Driving any motor vehicle, including motorcycles, on the grass, sidewalks, walkways, and shoulders of roads is prohibited.
  - c. Maintenance, contractor, service, and delivery vehicles are prohibited from driving on sidewalks and grass areas unless specifically authorized to do so by the Assistant Vice President, Facilities Management, Director, Physical Plant, and/or Director of University Police.
  - d. All traffic signs, signals, and/or instructions from a police officer and Parking Services enforcement personnel are to be observed at all times. (Instructions from a police officer take precedence over signs and signals.)
  - e. Pedestrians have the right-of-way at all crosswalks.
  - f. All streets on campus are designated as no-passing. Passing of moving motor vehicle going in the same direction on a campus street is a moving traffic violation.

## **XII. Appeals**

### **A. General Information**

- I. Anyone receiving a citation has the right to appeal the citation under the following conditions:
  - a. The appeal must be made within 10 business days from the citation issue date.
  - b. All appeals must be filed online at the parking portal, accessible via our website at [parking.nku.edu](http://parking.nku.edu).
  - c. Persons who have purchased a parking permit will be allowed one “courtesy” void of a citation for failure to display a permit. Presentation of the citation must be made at the parking office (limit one per academic year).
  - d. Only the individual who obtained the permit can appeal a citation issued against it.
  - e. In the event the vehicle does not display a parking permit, only the individual who operates the vehicle on campus may appeal citations issued to the vehicle.

### **B. Appeals Process**

1. Appellant submits appeal.
2. The citation in question is marked on the appellant’s account to show it is under appeal.
3. The Citation Appeals Committee reads the appeal and renders a decision.
4. The appellant will be notified by email with the committee’s decision.
5. If the appeal is found valid the ticket will be voided. If the appeal is mitigated or denied, the appellant is billed.
6. All decisions made by the committee are final; this process may take 6-12 weeks to complete.

### **C. Grounds for Appeal**

- I. Appeal only when you have valid grounds. Limit your appeal to the circumstances in which the parking ticket was issued in error. Although all parking and traffic citation appeals will be considered, if the facts show that you committed a violation of parking rules, your appeal will most likely be denied regardless of the reason or excuse and a \$2.50 filing fee will be assessed in addition to the citation amount. The issue in your appeal is not whether the parking regulations are fair, but whether you violated those regulations. Below are examples of seldom granted appeals:

- a. Lack of knowledge/understanding of parking regulations
- b. Legal parking space was unavailable
- c. Improper display or failure to display the current parking permit
- d. Inclement weather
- e. Late arrival for class, meeting, appointment
- f. Parking in a handicap space without the proper State and University permits
- g. Parked only for a short time
- h. Disagreement with or inability to pay the amount of the fine
- i. Did not see a parking sign
- j. Left permit hanging in another vehicle

#### **D. Reasons for Granting an Appeal**

- 1. There is substantial evidence that the appellant did not commit the violation for which the citation was issued.
- 2. The appellant may have committed the violation, but circumstances were not under the appellant's control
- 3. Prior to being issued the ticket, the appellant made an attempt to notify Parking Services of the situation

### **XIII. Transportation Advisory Committee**

#### **A. Long Range Planning**

- 1. The purpose of the Transportation Advisory Committee is to review, develop and recommend long-range planning issues involving parking and transportation at Northern Kentucky University.
- 2. The committee shall provide assistance and relevant input to the University Police Department that supports the academic, cultural, operational, and social activities of the university.