PARKING RULES & TRAFFIC REGULATIONS

1. VEHICLE REGISTRATION REQUIREMENTS

A. Faculty, staff and students must register any motor vehicle that they park or drive on University property. To register a vehicle you must agree to abide by the DSU Parking and Traffic Regulations. These rules and regulations will be enforced at all times.

B. For the purpose of these regulations, parking is defined as "leaving a vehicle, without a licensed driver behind the wheel, and no matter how long the period of time each vehicle is left."

C. A vehicle is considered registered only when a valid parking permit is assigned, activated and permanently affixed to the windshield.

D. The vehicle registrant is responsible for notifying Delaware State University Police Department of any change in status (i.e. commuter moving on campus, staff member resigns and is admitted as a student) or of vehicle ownership or license plate change within five (5) calendar days. Should the change affect your permit eligibility, you will be notified of the required modification and fee. Any time a replacement permit is required, the cost will be $10.00 with sufficient evidence of scrapings from the old permit to show it was destroyed. Otherwise without such evidence and/or if a permit is lost or stolen a new permit must be purchased at full cost. Registrants are responsible for removing or defacing the University permit if their vehicle is sold or the registrant’s affiliation with the University is ended. THERE WILL BE NO REFUNDS FOR ANY REASON AFTER THE PERMIT IS ISSUED.

E. Theft and/or subsequent unauthorized use of the Delaware State University parking permits are a criminal offense. Parking permits are not transferable.


G. Payments for parking permits can be made online at www.desu.thepermitstore.com or at the DSU Cashier during normal business hours with the permit order number, which is obtained upon
successful registering of your vehicle. Permits will be mailed to the address specified by the registrant. If you reside on campus and you don’t have a mailbox you can have your permit mailed to: Delaware State University Police Department; 1200 N. DuPont Highway; c/o Ms. Roberson; Dover, DE 19901. When the permit arrives you will receive an email at the email address you provided informing you that you permit has arrived and the days and times you can pick it up.

2. PERMITS

A. The University will authorize permits through www.desu.thepermitstore.com without cost to faculty and staff members for parking Lot #1 or #16 for the first vehicle registered. Facilities personnel can also order decal for lot 5 with no cost, secondary vehicle will incur the $10.00 fee. However, faculty and staff members will also be authorized to purchase permits at other designated areas.

B. Authorized students shall purchase permits in appropriately designated parking lots. If you have any questions about which lot you should choose, you may contact Delaware State University Police Department at (302) 857-7911.

C. Students residing in University Courtyard and DSU Commons will also need to purchase a parking permit. The permit will only permit you to park at your place of residence. Students can utilize the DSU Shuttle service to get back and forth on campus.

3. DISPLAY OF PARKING PERMIT

A single vehicle permit shall normally be issued to each registrant. This permit will be considered valid only when it is permanently affixed to the driver’s side lower corner of the windshield or as approved by the Chief of Police if there is a conflict with appropriate state law(s). Parking permits displayed any place other than permanently affixed to the window will be subject to receiving a notice of violation.

4. MULTIPLE VEHICLE REGISTRATION

Any Faculty/Staff member may purchase one primary permit at the appropriate cost and a secondary for $10.00 if they will be using more than one vehicle frequently. Faculty/Staff who register a secondary vehicle at the $10.00 may only have one vehicle on campus at a time. If it is determined the registrant has two vehicles on campus at the same time both vehicles are subject to being ticketed and/or towed at the owner’s expense. Students are only permitted to register one vehicle.
5. HANDICAP SPACES

Use of handicapped spaces is restricted to vehicles occupied by persons who are handicapped and bearing a handicapped placard and/or handicapped license plate. Vehicles bearing handicapped permits may park in any handicapped spaces; however, the vehicle must have a current Delaware State University parking permit. If no handicap spaces are available in the lot in which you wish to park, the vehicle must park in the lot in which they have purchased a parking permit for.

6. RESERVED SPACES

A. All reserved spaces are reserved for assigned personnel at all times unless otherwise posted.

B. Senior management of the University as designated by the President will be authorized reserved parking spaces.

C. Reserved parking spaces are available for faculty, staff and graduate students in lot 16. Theses spaces are available on first come, first serve basis and are prices accordingly: Faculty and staff are priced at 70.00/yr. and the graduate students’ 110.00/yr. Reserve spaces are non-transferable unless authorized by Delaware State University Parking Coordinator. These spaces will be assigned by the Parking Coordinator; you are not guaranteed to get the same space you received the previous year.

7. ACCIDENTS AND DISABLED VEHICLES

A. All vehicular accidents, which occur on University property, must be reported to the Delaware State University Police Department immediately.

B. All disabled vehicles must be reported to the Delaware State University Police Department immediately.

C. The person(s) must stay by the vehicle until an officer arrives to determine if the vehicle will create a hazard. If it is considered a hazard, the vehicle must be moved as directed.

D. If a University owned vehicle is involved in an accident, it must be reported to Fleet Services immediately.

E. Flashing lights or notes left on vehicles are not sufficient notice to the Delaware State University Police Department. YOU MUST CALL.
8. PARKING PERMIT REGISTRATION FEE

The fee for all parking permits, including replacements and multiple registrations will be as established by the Administrative Council from year to year. Permits must be ordered on-line at www.desu.thepermitstore.com and payment may be made on the permit website or the DSU Cashiers Office in the Administration Building. Instructions on how to register your vehicle(s) can be found at www.desu.thepermitstore.com, www.desu.edu/public-safety, and the Public Safety Bldg. (Bldg. 52).

The fees are as follows:

- September 1 – August 31 $70.00
- January 1 – August 31 $45.00
- Secondary permit(s) (after primary is purchased) $10.00
- Lost/stolen/replacement permits $70.00
- Lot 16 reserved spaces for faculty/staff $70.00
- Lot 16 reserved for graduate students $110.00
- Faculty/Staff non-reserved spaces in lots 1, 5 (facilities only) and 16 (primary permit only) Free

9. PARKING LOT RESTRICTION

A. Each parking lot is restricted by permit only.

B. Any vehicle parked in an unauthorized lot or parking space may be ticketed and/or towed at the owner’s expense.

10. GENERAL REGULATIONS-DRIVING & PARKING

A. Resident Students with freshman status (less than (30) thirty credit hours) shall not be allowed to secure a parking permit or to park on campus.

B. These regulations apply to the owner(s), registrant, or operator of any vehicle as well as any individual (spouse, relative, and friend), who operates the registered vehicle if owned or registered to another individual on DSU property.

C. University parking lots are not to be used for the storage of automobiles, trucks, trailers, or other vehicles or devices. A vehicle is considered stored if any non-resident, faculty, staff or student leaves the vehicle parked in the same space for more than 48 hours. If any faculty or staff member
is to traveling on business they must notify Delaware State University Police Department to receive a special permit.

D. Inoperable vehicles must not be parked on University property.

E. Pedestrians shall be granted and have the right-of-way at all times.

F. No vehicle shall enter campus areas, which have been closed off by barricades or other traffic control devices, including signs, except when specifically authorized by the Delaware State University Police Department.

G. Vehicles must obey all traffic control signs on campus including stop signs, posted speed limit signs and must not park in areas designated by yellow or red curbing. THE SPEED LIMIT CAMPUS-WIDE IS 15 MPH. Speed is checked by radar and lidar.

H. The registration of a vehicle in no way guarantees that a parking space convenient for the individual will be provided. However, this parking management system does guarantee a parking space for every registered vehicle in their assigned lot. Inability to find a legal parking space is not an acceptable excuse for violation of these regulations and violations must be reported to the Delaware State University Police Department immediately by calling 857-7911. Legal parking spaces are outlined by white or yellow lines. Vehicles must be parked within the spaces designated by the painted lines in each parking lot and certain curb side areas. Any area of the roadway, including that area within a parking lot, which is not specifically marked for parking, loading, or as a fire lane is defined as a driveway. An access way is any area, or walkway, which permits entry to or exit from a building. Parking in a way that blocks or restricts driveways and access ways is prohibited.

I. All vehicles operated on campus must be operated in a safe manner. Violation of this section would consist of excessive speed, weaving on roadways, failing to come to a full stop at stop signs, failing to obey traffic signs (one way, etc.), and inattentive driving, which may cause an accident. Driving while under the influence of alcohol or drugs is prohibited (violators will be subject to arrest and duly reported).

J. All state and local laws governing movement, operation and parking of vehicles shall apply on University property. Parking in fire lanes or blocking fire hydrants (designated by roadway markings, signs, or both) is a violation of the Dover City Ordinance as well as University regulations. Vehicles so parked will be towed at the owner’s expense.

K. Motor vehicles may only be operated on roadways and parked in authorized spaces (that are properly registered). Operating motor vehicle, including motorcycles on lawns, sidewalks, and other grass areas is strictly prohibited and violators will forfeit their right to operate a motor vehicle on the University campus.
L. Double parking where traffic is blocked is prohibited.

M. Parking and other traffic violations may be handled other than administratively.

N. The Delaware State University Police Department can and will prosecute criminally where appropriate.

11. **PENALTIES, FINES AND TOWING IF HANDLED BY THE UNIVERSITY ADMINISTRATIVELY**

A. **TOW-AWAY VIOLATIONS**
1. Parking in fire-lanes...$50.00
2. Parking in driveways access ways, reserved spaces ...$50.00
3. Parking in loading zones.... $25.00
4. Accumulation of three or more unpaid parking tickets ... $30.00
5. Driving or parking on grass or walkway ... $25.00
6. Parking in handicapped spaces ...$100.00
7. Parking in unauthorized parking lot...$30.00
8. Abandoned vehicle...$30.00

B. **SUSPENSION OF VEHICLE PRIVILEGES ON CAMPUS**
1. Leaving the scene of an accident... $75.00
2. Reckless Driving...$75.00
3. Driving after privileges have been suspended...$75.00

C. **MOVING VIOLATIONS**
1. Unsafe operation of vehicle ... $25.00
2. Failing to comply with roadway signs (one way, etc.) ... $30.00
3. Speeding $25.00 plus $3.00 per mile over posted limit...$______
4. Failure to stop at stop sign...$25.00

D. **OTHER VIOLATIONS**
1. Unauthorized use of permit. $30.00
2. Lack of current parking permit ... $25.00
3. No valid registration, proof of insurance ... $20.00
4. Invalid/Expired license plate ...$20.00
5. Loud Music/Noise from vehicle...$25.00

* Fines must be paid within 10 days (receipts will be issued):
1. In person at the cashiers office during normal business hours.
2. By check or money order during non-business hours at the Delaware State University Police Department.
3. By check or money order mailed to the listed address.
4. A late fee of $10.00 will be assessed for violations not paid or appealed within 10 days of issuance and an additional $25.00 if not paid within 20 days.

* * There will be a $35.00 charge for returned checks.

12. TOWING

The University reserves the right to tow abandoned vehicles or any vehicle found on campus with excessive accumulation of violations (3 or more); an unauthorized, altered or revoked permit; with an expired license plate; without a license plate; parked in driveways, fire lanes, reserved spaces; docking oil fill tanks, loading docks, or trash dumpsters; or illegally parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment. The owner will be responsible for all cost associated with towing and storage of the vehicle. The University assumes no responsibility for damages resulting from a vehicle being towed or their subsequent transportation or storage.

13. APPEAL OF NOTICE OF VIOLATION

A. An appeal of DSU traffic or parking violation penalties must be submitted online at www.desu.thepermitstore.com or filed at the Delaware State University Police Department within ten (10) days of the issuance of the Notice of Violation. Appeals will not be accepted unless they are submitted in writing on the proper form with the Notice of Violation and the receipt as proof of payment of the administrative surcharge or submitted online at www.desu.thepermitstore.com. Appeal forms are available at Delaware State University Police Department or online at www.desu.edu/public-safety.

B. It is the violator's responsibility to obtain a copy of a lost or misplaced Notice of Violation.

C. Appeals will be handled in accordance with the appeals procedure in effect at the time.

D. The decision of the Appeals Committee is final.

* This section only applies to DSU ticketed violations. State of Delaware citations must be handled in accordance with the State of Delaware citation procedure. Please follow the instructions for payment/court appearances that are printed on the citation.
14. MISCELLANEOUS

A. The University will not be responsible for damage to or loss of property from any privately owned vehicle parked on the DSU campus.

B. Every effort will be made to assist the operators of privately owned vehicles on campus when there is an accident, theft or breakdown. In every case, the Delaware State University Police Department should be contacted immediately.

C. The issuance of a ticket is documentation that a violation has been observed.

D. These rules apply to all students, faculty, staff, vendors, and visitors.

E. Every effort will be made to collect fines to include civil collections and/or involuntary deduction to payroll or other University accounts.

F. Any illegally parked vehicle or vehicle that has outstanding parking violations may be towed and impounded per section 11.

G. If your vehicle is towed, all outstanding fees must be paid in order to get the vehicle released. In addition to the violation penalty charged by the department, the towing company may charge additional fees at the time of release.

H. No exceptions are to be made without prior written approval to include vehicle loading, unloading, waiting, delivery, etc.

I. Escort to your vehicle at night and other accommodations for parking must be made in advance by calling the Delaware State University Police Department at (302) 857-7911.

15. SPECIAL EVENTS AND ATHLETIC EVENTS

Events occur on campus that may require specific lots to be closed for normal use. On such occasions, information about the closures or special usage will be made available on the DSU Web site, phone system, etc.

16. VISITORS OR GUEST PARKING

Visitors and guests must register their vehicle with the Delaware State University Police Department prior to parking or operating a vehicle on campus. All guest and visitors must stop at
the Welcome Center at the front of campus and be signed in. Visitors are restricted to park only in lots designated by the Delaware State University Police Department.

17. WORKSHOPS AND CONFERENCE PARKING

Any person parking or operating a vehicle on campus is required to display a parking permit. Sponsors or coordinators of these events must arrange for parking permits at least 2 weeks prior to the scheduled event and is responsible for the distribution of parking permits. These arrangements can be made by contacting the Parking Coordinator at publicsafety@desu.edu. If parking arrangements have not been made in advance and your guest receive a parking ticket, your department will be held responsible. This procedure is designed to help avoid delays and congestion at the university entranceways.

18. VENDOR PARKING

Vendors should report to the Delaware State University Police Department to obtain a parking pass. You must bring your driver's license, vehicle registration and insurance to obtain the parking pass. If you have any questions, please contact the Delaware State University Police Department at (302) 857-7911.

19. SNOW EMERGENCY

When two or more inches of snow have fallen, no parking will be permitted on any of the roadways throughout the University. This provision is to allow for effective snow removal.