

# Parking & Traffic Regulations

**2017 - 2018**

Effective July 1, 2017

Parking Services Office • 1351 Medary Avenue • 605.688.PARK (7275) parkinginfo@sdstate.edu • [http://parkinginfo.sdstate.edu](http://parkinginfo.sdstate.edu/)

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# SOUTH DAKOTA STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS

1. INTRODUCTION AND GENERAL INFORMATION
	1. These regulations are formulated by South Dakota State University under policy guidelines recommended by the Parking and Traffic Committee as liaison to the President of South Dakota State University and the South Dakota Board of Regents and are in general agreement with policy guidelines set forth by these bodies.

These regulations are effective beginning on July 1, 2017 and have been approved by the Parking and Traffic Committee. These regulations shall remain in effect until modified. More information may be obtained from the Parking Services Office at 605.688.PARK (7275).

* 1. The SDSU Parking Services Office is responsible for the administration and enforcement of the Parking & Traffic Regulations.
	2. Parking and driving on campus is permitted in accordance with these regulations which are designed to control the movement of vehicles. Anyone operating a vehicle on campus is responsible for being familiar with and complying with all Parking and Traffic Regulations.

Parking permits allow parking in designated parking lots. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of a parking space is not considered a valid excuse for violation of these regulations.

* 1. Drivers shall observe the University Parking and Traffic Regulations and drive safely, giving pedestrians the right-of-way at all times.
	2. South Dakota State University reserves the right to ticket, immobilize and/or tow at the owner’s expense any vehicle in violation of the established parking regulations. Persistent violators may have their parking privileges denied or revoked.
	3. The Parking Services Office, University Police Department, Facilities and Services, and the Environmental Health and Safety Office reserve the right to temporarily suspend or modify these regulations during times of emergency or special situations. Notifications of any changes will be posted online at [http://parkinginfo.sdstate.edu.](http://parkinginfo.sdstate.edu/)
	4. All employees and students should visit [http://parkinginfo.sdstate.edu o](http://parkinginfo.sdstate.edu/)n a regular basis for parking changes that may occur during the year.
1. PERMIT REGISTRATION AND FEES
2. All motor vehicles parked on campus by students, faculty or staff are to be registered with the Parking Services Office, 1351 Medary Avenue. This includes automobiles, motorcycles, ATVs, scooters and mopeds. The fees paid for permits are registration fees and do not

reserve nor guarantee a parking stall in specific parking lots. A parking stall is only guaranteed with the purchase of a reserved permit.

It is mandatory to keep your vehicle license number or vehicle changes up-to-date with the Parking Services Office.

1. Purchasing Permits

All students or employees wishing to purchase a parking permit for an automobile, must purchase it online through the Parking Services Office website at [http://parkinginfo.sdstate.edu.](http://parkinginfo.sdstate.edu/) Motorcycle permits are to be purchased by visiting the Parking Services Office, 1351 Medary Avenue.

1. Type of Permit/Privileges

PERMIT PRIVILEGES

|  |  |
| --- | --- |
| Southeast Resident | Southeast Resident permit holders may park only in Southeast, |
| Permit: SE | Paved Remote, or Gravel Remote lots. Southeast lots are |
| – 24-Hour –$153 | enforced 24-hours a day, 7-days a week.Southeast permits are distributed to students residing in residential halls on the east side of campus.Between 4:00 p.m. and 2:00 a.m., Monday through Friday, all SE permit holders may park in any Commuter or Reserved lots on campus. On weekends, all SE permit holders may park in any Commuter or Reserved lots daily between 5:00 a.m. and 2:00 a.m. No parking between 2:00 a.m. and 5:00 a.m. in any commuter or Reserved lots. Violators will be ticketed and/or towed at the owner’s expense.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| Northwest Resident | Northwest Resident permit holders may park only in Northwest,  |
| Permit: NW  -- 24-Hour --$153 | Paved Remote, or Gravel Remote lots. Northwest lots are enforced 24-hours a day, 7 days a week.Northwest permits are distributed to students residing in residential halls on the west side of campus.Between 4:00 p.m. and 2:00 a.m., Monday through Friday, all NW permit holders may park in any Commuter or Reserved lots on campus. On weekends, all NW permit holders may park in any Commuter or Reserved lots daily between 5:00 a.m. and 2:00 a.m.No Parking between 2:00 a.m. and 5:00 a.m. in any Commuter or Reserved lots. Violators will be ticketed and/or towed at owner’s Expense.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| Family HousingPermit: FH – 24-Hour –$153 | Family Housing permit holders may park only in Family Housing, Paved Remote, or Gravel Remote lots. Family Housing lots are enforced 24-hours a day, 7 days a week.Family Housing permits are only available to students residing in a family housing complex on the east side of campus. Between 4:00 p.m. and 2:00 a.m., Monday through Friday, all FH permit holders may park in any Commuter or Reserved lots on campus. On weekends, all FH permit holders may park in any Commuter or Reserved lots daily between 5:00 a.m. and 2:00 a.m.No Parking between 2:00 a.m. and 5:00 a.m. in any Commuter or Reserved lots. Violators will be ticketed and/or towed at owner’s Expense.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| Campus CommuterPermit: CC– Daytime –09-month - $15312-month - $187 | Campus Commuter permits are valid for all Campus Commuter, Paved Remote, or Gravel Remote lots. Commuter lots are enforced from 5:00 a.m. to 4:00 p.m. on weekdays all year.No parking is allowed in any commuter lot between 2:00 a.m. and 5:00 a.m. Violators will be ticketed and/or towed at the owner’s expense.Purchasing a commuter permit does not reserve nor guarantee a parking stall in a specific parking lots. Please plan ahead and allow sufficient time to walk to your desired destination. Parking is on a “first come, first served” basis with the required permit (except for spaces specially marked by signage as “reserved”). Possession of a parking permit does not guarantee that a space will be available in a certain lot. Lack of available parking is not a valid reason for parking illegally.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| ReservedPermit: X– Daytime –09-month - $28512-month - $348 | Guaranteed daytime campus parking for students, faculty or staff in a specific parking lot sold on a limited basis. Permit enforcement in Reserved lots is from 5:00 a.m. to 4:00 p.m. on weekdays throughout the year.Should a Reserved permit holder find all the spaces filled in his/her assigned lot, the permit holder must contact the Parking Services Office to find an alternative parking option.Not parking is allowed in any reserved lot between 2:00 a.m. and 5:00 a.m. Violators will be ticketed and/or towed at the owner’s expense.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| Paved RemotePermit: PR– 24-Hour –$75 | To provide more cost-efficient parking options, the University has Paved Remote permits available for students. Paved Remote permits are valid for the Paved Remote and Gravel lots. Permit enforcement in Paved Remote lots is from 5:00 a.m. to 4:00 p.m. on weekdays throughout the year.Please review how to park a motorcycle, ATV or UTV on page 11 in the Parking Procedures. |
| Gravel RemotePermit: GR– 24-Hour – $5 | To provide more cost-efficient parking options, the University has Gravel Remote permits are available for students, faculty or staff. Gravel permits are only valid for Gravel lots. Gravel lots are enforced 24-hours a day, 7 days a week. |
|  |  |
| MotorcycleIncludes Moped, and ScooterPermit: MC– Daytime – | Motorcycle require a permit to park on campus. All such vehicles using a Motorcycle permit shall only park in designated motorcycle stalls/areas.“Motorcycle” permits and rules apply to all motorcycles, mopeds, mini-bikes, dirt-bikes, motor scooters, and motorized bicycles. Do not park these vehicles in or near bicycle racks, chained to lamps posts, trees, etc. If found chained or parked on a sidewalk, the cycle will be impounded by the Parking Services Office. Cost of the chain, lock, etc. shall not be reimbursed or replaced by the University.Motorcycle parking is prohibited from November 15 to March 1.Motorcycle permits are only available for purchase at the Parking Services Office.Please review how to park a motorcycle on page 11 in the Parking Procedures. |
|  |  |
| TemporaryMonth - $32Week - $10Day - $2Gold Key Permit: GK– Daytime –Wellness CenterPermit: WC– Daytime – | Temporary parking permits are available for anyone who works or goes to school on campus on a temporary or irregular basis. This permit is issued on classifications and is only valid for up to 30 days.Temporary permits are only valid for Campus Commuter, All Class and Remote lots.Temporary parking permits are issued exclusively at the Parking Services Office.Special benefit provided to individuals who provided a service to the University and have retired. Gold Key permits are valid for allCampus Commuter, “All Class” and Remote lots.To apply for an annual Gold Key permit, please contact the Parking Services Office.Upon reemployment, all Gold Key permit holders must return their Gold Key permit and purchase a parking permit of their choice.This permit is only valid for designated Wellness Center parking stalls. These spaces are enforced from 5:00 a.m. to 4:00 p.m. on weekdays.Wellness Center permits are issued exclusively at the Wellness Center. |

1. Permit Refunds

Refunds will be issued per the Permit Refund Schedule found online at [http://parkinginfo.sdstate.edu.](http://parkinginfo.sdstate.edu/)

1. Handicap Parking

Handicap parking stalls are provided in designated areas to facilitate handicapped students, faculty, staff and visitors.

Students, faculty and staff utilizing a handicap parking stall must display a state issued disability permit and a valid SDSU Commuter parking permit.

Handicap stalls are enforced 24-hours a day and if parked improperly can result in a $200 citation.

1. State Vehicle Parking

All State vehicles are required to have a valid parking permit to park in any commuter lot. Reserved lots and visitor parking are not allowed without the proper permits. State vehicles may not park overnight in any commuter, reserved or visitor parking areas. Please contact the Parking Services Office to make arrangements for overnight parking for State Vehicles.

1. Service Vehicle Parking

All Service Vehicles are required to have a lot specific permit and a Service Vehicle permit to park in designated parking stalls marked for service vehicles. Please visit the Parking Services Office to obtain a Service Vehicle permit. Certain campus Service Vehicles are approved to drive/park on sidewalks, and park in non-designated/no parking areas.

1. DEFINITIONS, POLICIES AND PROCEDURES
	1. Definitions
		1. **Employee**

A person who works at the University with a faculty/staff appointment on a full-time, part- time, temporary, or on-call basis, as long as this employment is the individual’s primary purpose on campus.

* + 1. **Student**

Anyone, other than an employee as defined above, who is registered at or attends the University on either a part-time or full-time basis during the school year.

Student employees, including graduate students, are considered students (not employees) when purchasing parking permits.

* + 1. **Visitor/Guest**

Visitors/Guests are persons other than students, employees and vendors/contractors who occasionally visit SDSU for scholarly work, pleasure, conferences or business.

* + 1. **Motor Vehic**le

Any mechanically or electronically operated device that transports persons or property used on any University controlled property or street. (i.e., automobiles, trucks, motorcycles, ATVs, mopeds, scooters, UTVs).

* + 1. **Motorcycle**

A motorcycle is every motor vehicle with an engine size 50 cc’s or greater, having a seat or saddle for use of the rider, and is designed to travel on not more than three wheels in contact with the ground.

* + 1. **Moped/Motor Scooter**

A moped/motor scooter is a vehicle with an engine size 50 cc’s or less that is designed to travel on not more than two wheels in contact with the ground.

* + 1. **All-Terrain Vehicle (ATV)**

An ATV is an open vehicle having a seat or saddle for the use of the rider and is designed to travel on a minimum of four wheels in contact with the ground. All ATVs are required to park in regular parking stalls and display a parking permit. Any ATV parked in designated motorcycle parking will be issued a parking citation.

* + 1. **Utility Terrain Vehicle (UTV)**An UTV is a small 2-6 person four (up to six)-wheel vehicle having a side-by-side seating arrangement and is designed to travel on a minimum of four wheels in contact with the ground. All UTVs are required to park in regular parking stalls and display a parking permit. Any UTV parked in designated motorcycle parking will be issued a parking citation.
		2. **Owner/Driver**

The owner is the person whose name a vehicle is registered to the Parking Services Office or is registered as the owner under law is responsible for any fees that may occur. The person who is operating the motor vehicle is classified as the driver.

* + 1. **Accountability/Responsibility**

When it is determined that a South Dakota State University employee or student has the same address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine who is the responsible party. Based upon information obtained from the university and the Department of Motor Vehicles, the affiliated employee or student will be held responsible for those citations, rather than the registered owner.

* + 1. **Parking Stall**

A legal parking stall consists of the area within painted lines on the street and/or lot, designating a single parking area.

* + 1. **Meter**

An electronic unit that requires payment in the form of U.S. quarters or credit/debt card. Meters are located at individual parking spaces, meter denote a parking space.

* + 1. **Parked Vehicle**Any vehicle that is not in motion with or without driver present.
		2. **Parking Citation Warning**

A warning can be issued to a person for violating any of the parking regulations. Warnings give notice that a violation was committed and do not result in a fine. Warning notices are given at the discretion of the officer.

* 1. Parking Policies and Procedures
		1. Stall Coverage

The parking permit shall correspond with the permit sign posted on the entrance to parking lots. The standard is one vehicle per parking stall.

* + 1. Permit Placement

Parking permits must be displayed on the lower, inside corner on the driver’s side of the windshield. Failure to properly display the permit will result in ticketing and will not be considered a valid excuse for dismissal.

* + 1. Motorcycle, Moped, Scooter, UTV and ATV Permit Placement

Permits are to be placed on a visible area on the front of the vehicle. Covers should be adjusted to avoid concealing the permit. ATVs and UTVs are to display a motor vehicle permit on the front of the vehicle in a secure manner. A lockable permit display box is available for purchase from the Parking Services Office.

* + 1. Motorcycle Parking (includes all motorcycles, mopeds, scooters, dirt bikes, motorized bikes, and mini bikes)

Motorcycles, mopeds, scooters, dirt bikes, motorized bikes, and mini bikes utilizing a Commuter, Reserved, Resident or Remote permit are allowed to park in either designated motorcycle/moped parking areas or within a parking stall that correlates with the parking permit. Any motorcycle utilizing a Commuter, Reserved, Resident or Remote permit parked in the improper lot will be issued a citation.

Motorcycles, mopeds, scooters, dirt bikes, motorized bikes, and mini bikes utilizing a Motorcycle permit may only park in designated motorcycle/moped parking areas and will be issued a citation for parking elsewhere.

Motorcycles, mopeds, scooters, dirt bikes, and motorized bikes may not park at or near bicycle racks or locked to any object on campus. Improperly parked or abandoned mopeds/scooters are subject to relocation, towing or impounding.

* + 1. All-Terrain Vehicle (ATV) & Utility Terrain Vehicle (UTV) Parking

ATVs and UTVs are only allowed to park in lots that correlate with the parking permit that is displayed on the vehicle. They are to park within regular vehicle parking stalls.

ATVs or UTVs parked in motorcycle parking areas will receive citations and/or towed at the owner’s expense.

* + 1. Metered Parking

Metered parking is provided in the center of campus and is only intended to be utilized for short-term parking. Meters are not intended to be used as a daily parking option. Vehicles displaying a valid university parking permit are eligible to park at meters as long as the meter is paid. Meters accept only United States quarters, credit and debit cards.  Meter parking is enforced 5:00am – 4:00pm weekdays.

* + 1. Multiple/Substitute Vehicles

In the case that a permit holder owns multiple vehicles and uses a substitute vehicle, the permit holder is responsible for transferring the parking permit. All substitute vehicles must be registered with the Parking Services Office.

* + 1. Changes in Classification

If a permit holder’s campus classification changes (student, faculty, staff, etc.), their vehicle must be re-registered with the Parking Services Office.

* + 1. Permit Resale and Transferring

Permits may only be sold by the University and not offered for resale or exchange between, among, or by individuals. All parking citations will be assessed to the owner of the parking permit.

* + 1. Use of Inactive or Revoked Permit
		If a vehicle is utilizing an inactive or revoked permit on campus, the vehicle will be cited immediately. The vehicle may be towed at the owner’s expense in the act of using an inactive or revoked permit. The vehicle owner/operator may be charged criminally with obtaining property or services without paying.
		2. Snow Removal

During times of snowfall, all Reserved and Commuter lots must be vacated between 2:00 a.m. and 5:00 a.m. for snow removal. Any vehicle remaining in any of these lots during this time, is subject to immediate towing at the owner’s expense. When excessive snow exists and the decision is made to plow lots completely and remove snow piles within the lots, Parking Services and Facilities will coordinate and advertise the date and time when vehicles will need to be removed.

* + 1. Termination of Campus Residence

When a student holding a Resident Permit no longer resides in a residence hall, the student is required to turn in the permit within 10 days from the termination date of their residence hall contract, at which time a refund will be issued according to the Refund Policy.

* + 1. Termination of Employment

When an employee holding a permit no longer is employed by the university, the employee is required to turn in the permit within 10 days from the termination date, at which time a refund will be issued according to the Refund Policy.

* + 1. Parking Maps

The University reserves the right to adjust permit color and lot designations shown on the Campus Parking Map. Lot colorations and designations may be modified at any time by the Parking Services Office. Such changes will be posted on the Parking Service’s web page. Any campus map related to parking, must be approved by the Parking Services Office before being published.

* + 1. Unloading

If you need to load/unload a vehicle, contact the Parking Services Office with approximate times, location vehicle type and license plate information. If possible, authorization will be granted or an alternative area assigned. You must move your vehicle to a legal parking stall as soon as loading/unloading is complete.

* + 1. Vehicle Storage

Parking lots are NOT to be used as a storage facility for vehicles while the owner/operator is not on campus. Any vehicle that has been left unattended for more than seven days will be considered abandoned and towed at the owner’s expense. Exceptions include vehicles parked in the lot west of the Student Jackrabbit Athletic Complex (SJAC) parked during academic breaks and/or university trips.

* + 1. Disabled Vehicle

If your car fails to operate and you are forced to park illegally, please notify Parking Services at 605-688-7275 or email us at sdsu.parkinginfo@sdstate.edu. After hours, call the University Police Department at 605-688-5117.

If reported, up to 24 hours may be granted for campus parking while arrangements are made to move the vehicle. If the owner does not have the vehicle repaired and moved, or towed within a reasonable time\* (not to exceed 48 hours), the vehicle may be towed at the University’s option and the owner’s expense. Inoperable vehicles in no-parking, handicap, other restricted zones, or creating a hazardous situation may be towed immediately.

\*A disabled vehicle may be relocated if a snow removal has been called by the university see page 12 “Snow Removal”

* + 1. Towing/Immobilization/Impoundment

If a vehicle has been towed, immobilized, and/or impounded, the vehicle owner must pay all unpaid citations in full at the Parking Services Office before the vehicle can be reclaimed from impound. All towing at SDSU is contracted through a private vendor. It is the responsibility of the vehicle owner to contact the towing company for payment.

Vehicles are subject to towing/immobilization/impounded for the following reasons:

* + - 1. If a vehicle has accumulated three or more unpaid citations.
			2. Parked in a non-designated parking area. (4.4.1.2)
			3. Parked within 15 feet of fire hydrant or in fire lane. (4.4.1.3)
			4. Parked in a loading zone. (4.4.1.5)
			5. Double parked prohibiting a vehicle from exiting. (4.4.1.7)
			6. Obstruction of traffic impending two-way traffic. (4.4.1.12)
			7. Parked on/in any emergency snow route or lot. (4.4.1.12)
			8. Improper permit displayed for lot. (4.4.3) Parking in reserved lot or signed stall.
			9. Utilizing a lost, stolen, forged, altered, inactive or revoked permit (4.4.5)
			10. Parked in a stall/lot over the time allowed. (4.4.7)
			11. If a vehicle is parked in a non-resident lot between 2 a.m. and 5 a.m., the vehicle is subject to towing.
			12. Parked in or obstructing posted handicap stall. (4.4.8.0)
		1. Notification of Procedural Changes

All changes shall have an effective date and be communicated to the Parking and Traffic Committee, Parking Citations Appeals Board, Parking Services Office, University Police Department Facilities and Services, and the campus community.

1. VIOLATIONS AND ENFORCEMENT
	1. Parking Agreement

By parking on campus, vehicle operators agree that they understand the Parking and Traffic Regulations set forth by the Parking and Traffic Committee. If a vehicle is issued a citation for disobeying these regulations, the owner/operator accepts sole responsibility to either pay or appeal the citation.

* 1. Multiple Tickets
		1. The issuance of a parking citation does not prevent the issuance of additional citations for the same or other violations on the same or following day(s).
		2. If a vehicle has accumulated three outstanding citations, the vehicle is subject to towing at the owner’s expense.
		3. Persistent violators may have all on-campus parking privileges revoked.
		4. Enforcement Coverage

The University reserves the right to ticket, immobilize and/or tow vehicles which are parked on campus in violation of any rule as established in the current Parking and Traffic Regulations Section 4.4.

Parking permit enforcement runs from August 15 to August 14 with all breaks being enforced.

For permit/lot enforcement hours, please review each permit type/privileges on Page 4.

All other regulations are enforced on a 24-hour basis for designated streets and in parking lots except where otherwise noted by the Parking Services Office.

* + - 1. Visitor Parking Areas and Stalls

Visitors to campus are welcome to park in designated visitor parking areas and stalls located throughout campus. To utilize these areas, visitors must display a valid visitor parking permit which can be acquired from the Parking Services Office or the University Police Department. Any vehicle registered to SDSU employees or students that are parked in these areas will be issued a citation and/or towed at the owner’s expense.

* + - 1. Overnight Parking

Overnight parking is only permitted in any Residential, Paved Remote, or Gravel Remote lot with the proper permit. No parking is allowed between 2:00 a.m. and 5:00 a.m. in all other lots – violators will be ticked and immobilized or towed. If exceptions are required, please contact the Parking Services Office to make special arrangements.

* + - 1. 24-hour Visitors

Visitors who plan on parking on campus overnight must obtain a Resident Guest permit from the Residential Hall front desk. Overnight visitors must move their vehicle into the assigned lots indicated at the time of permit issuance. If a vehicle utilizing one of these permits is parked in any other lot between 2:00 a.m. and 5:00 a.m., it may be ticketed and/or towed at the owner’s expense.

* + - 1. Breaks and Summer Periods

During academic breaks, class breaks (i.e. when the University is open) are not considered official holidays; therefore, all parking regulations apply.~~all parking permits and regulations will be enforced.~~ For permit/lot enforcement hours, please review each permit type/privileges on Page 4.

During the period of May 16 through August 14, no parking permit is required for Paved Remote and Gravel Remote lots, these lots are Lot 117, 160, 161, 167, 168, 169, 170 and 172. All other parking regulations and lots will be enforced.

* + - 1. Evening Events

Persons who attend a university activity open to the public after 4:00 p.m. on weekdays will not be required to display a parking permit, unless it is required for specific lots during campus sponsored events (football, basketball, etc.). During home basketball games, Commuter lots 151, 152, and 163 require a SDSU Athletics Priority Parking Pass.

Permits are still required for Residential lots and Service Vehicle stalls. All other parking regulations will be enforced.

* + - 1. Daytime Events

Guests on campus attending an event open to the public between 5:00 a.m. and 4:00

p.m. shall park in the pay lot, visitor spaces, or in a lot for which prior arrangements have been made in advance by the sponsor.

* + - 1. Free Parking

Individuals may park without permits from 4:00 p.m. to 2:00 a.m. Monday through Friday, and 5:00 a.m. to 2:00 a.m. on Saturday and Sunday. Exceptions include Handicap stalls, Loading/Unloading Zones, Signed stalls, 20-Minute stalls and all Residential Lots.

* + - 1. Spectators of Sports Events

Spectators of athletic sporting events may park in all lots excluding Residential lots from 4:00 p.m. to 2:00 a.m, weekdays, and 5:00 a.m. to 2:00 a.m. on weekends. During home basketball games, Commuter lots 151, 152, and 163 require a SDSU Athletics Priority Parking Pass. Please review the designated parking areas for specific sports online at the Parking Services webpage. Permits are still required for Residential lots and Service Vehicle stalls. All other parking regulations will be enforced.

* + - 1. Contractor, Vendors and Other Service Providers Parking

Contractors working on campus are limited to parking within the construction staging areas or any other lot they have been assigned from Facilities and Services. To utilize these areas, contractors must acquire a valid Contractor Parking Permit from the Parking Services Office. Any contractor vehicle parked outside of their assigned areas will be issued a citation. These citations can be appealed through the citation appeals process. Any contractor vehicle with a minimum of 4 unpaid citations is subject to towing at the owner’s expense.

Vendors who perform services at University buildings and on its property, driving easily recognizable service vehicles painted with a “branded/logo signature” or an appropriately sized magnetic or attached sign, are allowed to park in a reasonable manner on campus. (Magnetic business cards are not appropriately sized). All vendor, contractor, consultant, and service provider employees who drive their personal vehicles and choose to park on the SDSU campus, purchase a vendor parking permit or must park within the designated fenced construction area (permit not required),

* + - 1. Trailer Parking

There is NO trailer parking or storing on campus in any lot. If you need a storage area for a trailer of any kind, please contact Parking Services to find out locations in Brookings. The exception to this, is the first two weeks after the start of classes in August and two weeks before the last day of classes in May. Trailers will need to be registered with Parking Services and parked in a stall in either Lot 158 or Lot 117. Any trailers found on campus after those dates will be eligible for citations and towing at the owner’s expense.

* + - 1. Athletics Overnight Parking

If athletes plan to leave a vehicle parked on campus while traveling, they are required to have a 24-hour overnight permit. To acquire this permit, student athletes must place a request with a member of the coaching staff, and provide vehicle information. At which time the coach will contact athletics administration for approval. If approved, this permit must be displayed with a current SDSU parking permit when parking overnight. Prior to leaving for athletic events, vehicles must park in the northeast corner of Lot 166 on non-home football weekends. Parking Services will work with Athletics to park athletic teams that might travel during home football weekends. No parking is allowed in any commuter or reserved lot between 2:00 a.m. and 5:00 a.m. Violators will be ticketed and/or towed at the owner’s expense.

* + 1. Parking Violations

Individuals may be penalized by ticket, and/or immobilization or tow at the owner’s expense for any violation. These violation fees have been recommended by the Parking and Traffic Committee and approved by SDSU Administration. To ensure parking citation payment records are as up to date as possible, all citations are to be paid to the Parking Services Office within 10 days of issuance.

Parked in a non-designated parking area (4.4.1.0) - $25

Parking in any other area than designated parking stalls, such as streets, service drives and access roads.

Parked in a no parking area or in a closed lot. (4.4.1.1) - $25 Sidewalk obstruction: complete or partial. (4.4.1.2) - $25 Parked within 15 feet of hydrant or in fire lane. (4.4.1.3) - $75 Parked in a loading zone. (4.4.1.4) - $25

Parked in front of a moveable barricade. (4.4.1.5) - $25

Double parked prohibiting a vehicle from exiting. (4.4.1.6) - $25 Parallel or diagonally parked in the wrong direction. (4.4.1.7) - $25 Backed into a street level parking stall. (4.4.1.8) - $25

Parked over or outside of stall lines. (4.4.1.9) - $25

Parking over stall lines because of another illegally parked vehicle is not considered a valid excuse and will be ticketed.

Parked where prohibited. (4.4.1.10) - $25

Parked in any area other than sanctioned streets or parking lots.

Obstruction of traffic impending two-way traffic. (4.4.1.11) - $25 Parked on/in any emergency snow route or lot. (4.4.1.12) - $25 Parking without a valid parking permit. (4.4.2.0) - $50

Parking without a valid Gravel permit. (4.4.2.1) - $5

Improper parking permit displayed for lot. (4.4.3) - $30 (First offense)

$50 (Subsequent offenses) Improper parking permit display or failure to display permit. (4.4.4) - $15

Failure to properly display parking permit according to directions accompanying the parking permit.

The first and second times failing to display will result in warning citations, three or more citations failing to display will result in a fine.

Utilizing a fake, inactive, stolen or altered parking permit (4.4.5) - $200 Parked in a stall over the time allowed. (4.4.7) - $25

Parked in or obstructing posted handicap stall. (4.4.8.1) - $200 Improper contractor parking. (4.4.9) - $30

1. Moving Violations

The South Dakota State University Police Department is charged with the enforcement of traffic regulations on University-owned or leased property. All moving violations, unless indicated, will be the same as the City of Brookings or State of South Dakota rate for the violation. Upon conflicts, it will be at the discretion of the officer. For further definitions of the following traffic violations, please contact the University Police Department.

* 1. Exhibition Driving (4.5.1) - $60

Any person who drives in a manner that creates unnecessary engine noise, tire squealing or skidding/sliding as a result of rapid acceleration, deceleration or turning.

* 1. Careless Driving (4.5.2) - $90

Any person who drives carelessly at a speed or in a manner that may endanger any pedestrians or property.

* 1. Reckless Driving (4.5.3) - $120

Any person who drives carelessly at a speed or in a manner to endanger any pedestrians or property.

* 1. Other Moving Violations (4.5.4) - $24

Any other violation in accordance with local or state laws may fall under this category. (i.e., driving through barricade, driving on grass or sidewalk)

* 1. Stop Sign Violation (4.5.5) - $50

Any vehicle that fails to come to a complete stop at a stop sign.

1. CITATION APPEALS AND PAYMENTS
	1. Citation Appeals

An appeal should be based on the fact that the citation was issued contrary to the South Dakota State University Parking and Traffic Regulations. Submitting an appeal does not automatically guarantee a voided citation. The parking citation appeal procedure follows below. Please note that appealing a citation could result in an additional $20 in fees to your citation fine.

* + 1. First Level Written Appeal
			1. May only be submitted on unpaid citations within 10 days of issuance.
			2. The appeal must be filed through your online parking account at [http://parkinginfo.sdstate.edu.](http://parkinginfo.sdstate.edu/) An appeal submitted in any other form, will not be considered (ex: email, telephone, hardcopy).
			3. Upon submission, the appeals committee made up of faculty, staff, and students, will review and consider your written statement, evidence, and all other documentation. Upon review, the committee will vote on the submitted appeal.
			4. Appeals Committee’s Actions – Upon review, the committee will vote on the submitted appeal with one of the following actions.
				1. Granted: The citation will be voided and the fine is dismissed.
				2. Denied: The citation is upheld and an additional

$10 administrative charge will be added. The citation must be paid within 10 days of denial. If not paid within 10 days of denial, an additional

$10 late fee will be added.

* + 1. Second Level Docket Appeal
			1. If you do not agree with the initial decision of the appeals committee, you may make a second appeal, in person, to the committee.
			2. Must re-submit the appeal in person or via phone to Parking Services within 5 calendar days of the appeals committee’s decision. At this time, you must pay the fine, the first level appeal administrative fee of $10, and an additional $10 administrative fee. This becomes bond until the appeals committee makes a decision.
			3. A date, time and location will be provided for you to appear before the committee. If you cannot appear on the scheduled date, you are allowed to reschedule an appearance date once. If a reschedule is required, it must be placed at least three days prior to the original scheduled hearing date.
			4. Present your documentation/evidence to the committee on why your parking citation was issued in error.
			5. Appeals Committee’s Actions – Upon review, the committee will vote on the submitted appeal with one of the following actions.
				1. Granted: The citation will be voided and the fine is dismissed.
				2. Reduced: The citation is upheld and the amount of the fine is reduced.
				3. Warning: The citation is reduced to a warning and the fee will be dismissed.
				4. Denied: The citation is upheld. If not paid within 10 days, an additional $10 late fee will be added.
			6. If the appeals committee action is granted, reduced, or reduced to warning, the bond or a portion of, will be refunded within 10 days.
1. Citation Payment

All parking citations must be paid or appealed within 10 days from the date of issuance. If neither is filed, a $10 late fee will be added to the citation. Please review the payment options below to pay an outstanding citation.

* 1. Online

Pay online at [http://parkinginfo.sdstate.edu b](http://parkinginfo.sdstate.edu/)y using credit or debit card. There is no additional fee to pay your citation online.

* 1. By Mail

Please mail your payment, name and a copy of your citation to South Dakota State University; Parking Services Office; 1351 Medary Avenue; Brookings, SD 57007.

* 1. In Person

Bring the citation to the Parking Services Office, Parking Services Building Rm. 100, between 8:00 a.m. to 5:00 p.m., Monday through Friday. Closed national holidays and weekends. Accepted form of payment are Credit or Debit Card, Hobo Dough, check, or cash. Quarters only up to five (5) dollars will be accepted but coins of any other kind will not be accepted as a form of payment for a citation.

1. Failure to Pay or Appeal

Failure to pay or appeal a citation within 10 days of issuance will result in a $10 late fee added to the citation. If a payment is not made within 20 days, please view the information listed below. If a vehicle has accumulated three outstanding citations, the vehicle is subject to towing at the owner’s expense.

* 1. Student Citations

Citations that have gone unpaid after 20 days will be transferred weekly to their student account. Upon being transferred, a $10 fee will be assessed to the previous citation(s) amount and the fees will then be collected through the Cashier’s Office.

* 1. Employee Citations

Citations that have gone unpaid after 20 days will be reported weekly to the University controller for collection under University Collection Policy 5:12.

1. MISCELLANEOUS
	1. Pedestrians

All pedestrians on all South Dakota State University property shall have the right-of-way to all motor vehicles.

* 1. Speed Limits

All speed limits on the exterior campus roads are 25 MPH and 15 MPH on interior campus roads, and no more than 10 MPH in parking lots.

* + 1. Exterior Campus Roads
			1. Medary Avenue
			2. North Campus Drive
			3. 8th Street
			4. Jackrabbit Avenue (From 8th Street to Highway 14 Bypass)
		2. Interior Campus Roads
			1. Stadium Road (From North Campus Drive to Highway 14 Bypass)
			2. University Boulevard (From Jackrabbit Avenue to 22nd Avenue)
			3. Campanile Avenue (From 6th Street to center of campus)
			4. Student Center Lane (From Jackrabbit Avenue to Student Union Building)
			5. College Avenue (From North Campus Drive to center of campus)
			6. 14th Avenue
		3. Student Union Pay Lot

The lot just east of the University Student Union is a pay per hour gated lot. This lot is available for parking by anyone. The lot requires a credit card or debit card to be able to utilize the lot. A card needs to be swiped to be allowed into the lot, as you leave the lot the same card is swiped again and you will be charged for the time spent in the lot. Debit cards must have a minimum of $14 on the card to gain entrance to the lot.

Rates for the 2017/2018 Academic Year are first thirty (30) minutes are free, then $1.50 per hour up to a max of $12 per day. The lot is free but still requires a credit, debit or campus card to get in and out after 4:00pm until 2:00am Monday – Friday and 5:00am – 2:00am Saturday and Sunday.

* + 1. Parking Meters

Parking meters are installed in lots around the core of the campus for SDSU students and employees to utilize for 30 minutes or less to visit buildings in the surrounding areas. The meters will accept coins (nickels, dimes, quarters or dollar) and credit or debit cards only. Vehicles parked in the meters that are expired will receive a citation and could be towed at the owner’s expense.

Rates for the 2017/2018 Academic Year are:

10 minutes - $0.25

20 minutes - $0.50

30 minutes – $0.75 (Max time)

1. PARKING DEVELOPMENT, PLANNING, AND RECOMMENDATIONS

The Parking Services Office was created to meet the parking needs of students, faculty, and staff in the fairest, most convenient manner. Parking Services is committed to the values of communication, quality service, fairness, and understanding to timely and efficiently provide students, faculty, and staff with guidance and assistance regarding all parking needs. The Parking Services Office is charged with the creation of the rules and regulations, lot designations, parking policies and procedures, and creation and distribution of all parking permits and handouts.

The Parking and Traffic Committee exists to make recommendations to the Vice President of Finance and Business of all parking traffic rules and penalties and fee/vehicle registration charges. They also review budgets and recommend parking lot construction and repair priority lists. The Committee serves as a judiciary body to review appeal of citations for violation of the rules. Their responsibilities include providing input and commentary on: campus parking facilities,

operations, rules and policies; motor vehicle, bicycle and pedestrian traffic, and input on the Campus Master Parking Plan.