



**SOUTH DAKOTA  
STATE UNIVERSITY**

Parking & Traffic Regulations  
**2024-2025**

Effective July 1, 2024

Parking Services Office • Student Union, Room 140 • 605.688.PARK (7275)  
[parkinginfo@sdstate.edu](mailto:parkinginfo@sdstate.edu) • <http://parkinginfo.sdstate.edu>

## SOUTH DAKOTA STATE UNIVERSITY PARKING & TRAFFIC REGULATIONS INTRODUCTION AND GENERAL INFORMATION

- A. **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 not following these regulations, the owner/operator accepts sole responsibility to either pay or appeal the citation.**
- B. **Parking regulations are enforced year-round.**
- C. 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.
- D. These regulations are effective beginning on July 1, 2024 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).
- E. The SDSU Parking Services Office is responsible for the administration and enforcement of the Parking & Traffic Regulations.
- F. 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.
- G. Parking permits allow parking in designated parking lots. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of a convenient parking space is not considered a valid excuse for violation of these regulations.
- H. Parking permits are the property of South Dakota State University and are issued to a specific individual. **Ownership is not transferable.** By obtaining a parking permit, the permit holder agrees to become familiar with and abide by the [Parking Rules and Regulations](#).
- I. Drivers shall observe the University Parking and Traffic Regulations and drive safely, giving pedestrians the right-of-way at all times.
- J. 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.
- K. 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>.
- L. All employees and students should visit <http://parkinginfo.sdstate.edu> on a regular basis for parking changes that may occur during the year. The parking portal is available 24/7 online.

## PERMIT REGISTRATION AND FEES

All motor vehicles parked on campus by students, faculty or staff are to be registered with the Parking Services Office, which can be managed via the online parking portal. 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 changes & vehicle license plate number up to date with the Parking Services Office or via the online parking portal. Repeated violations of failure to report and/or update vehicle license information may be subject to fines.

**\*All current permits holders are allowed to park in Economy Commuter (orange) lots for convenience. \***

### **Purchasing Permits**

Students can purchase permits online through their MyState account. Employees can purchase permits online through their parking portal via the Parking Services website at <http://parkinginfo.sdstate.edu>. Campus affiliates can purchase permits at the Parking Services Office located in the Student Union, room 140.

Motorcycle permits must be purchased in person at the Parking Services Office.

### **Permit Refunds**

Parking permit refunds are allowed based on a refund schedule set by the SDBOR. When a student or employee leaves campus they may contact the Parking Office to inquire whether a refund is available.

## **Type of Permit/Privileges**

### **PERMIT PRIVILEGES**

#### **SOUTHEAST RESIDENT PERMIT: SER**

##### **\$161/year – 9 month permit**

Southeast Resident permit holders may park only in Southeast designated lots 158, 147, southeast square of 159 & south half of 144 signified by the yellow SE circle on the lot entrance signs. **The Southeast Resident lot is enforced 24-hours a day, 7-days a week.**

Southeast Resident permits are distributed to students residing in residential halls on the east side of campus. This includes resident halls Ben Reifel, Binnewies, Brown, Caldwell, Honors, Hyde, Mathews, Pierson, Schultz, Young, and Jackrabbit Village.

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, except between the hours of 2:00 a.m. and 5:00 a.m. There is no parking in any campus lot between the hours of 2:00 a.m. and 5:00 a.m. except for the residential lots. Violators will be ticketed and/or towed at the owner's expense.

**All Southeast Resident permit holders will be required to move vehicles on Saturdays in support of home football event parking. Email will be sent to permit holders from the Parking Office identifying lots for relocation. Vehicles not relocated prior to 8am on game Saturday will be towed at the owners expense.**

#### **NORTHWEST RESIDENT PERMIT: NWR**

##### **\$161/year – 9 month permit**

Northwest Resident permit holders may park only in Northwest designated lots, 116, 117 & 118, signified by the purple NW circles on lot entrance signs. **Northwest lots are enforced 24-hours a day, 7-days a week.**

Northwest permits are distributed to students residing in residential halls on the northwest side of campus. This includes resident halls of Hansen, Waneta, and Meadows Apartments.

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, except between the hours of 2:00 a.m. and 5:00 a.m. There is no parking in any campus lot between the hours of 2:00 a.m. and 5:00 a.m. except for the residential lots. Violators will be ticketed and/or towed at the owner's expense.

#### **SOUTHEAST UNIVERSITY NEIGHBORHOOD - APARTMENTS & TOWNHOMES: SA**

##### **\$197/year – 12 month permit**

Southeast University Neighborhood Resident permit holders may park only in SA designated lots, signified by the green SA circles on lot entrance signs. **Southeast Neighborhood lots are enforced 24-hours a day, 7-days a week.**

Southeast Neighborhood permits are distributed to students residing in Southeast University Neighborhood apartments and townhouses. Returning Southeast Neighborhood tenants will have their permit costs included in the rental/lease fees. New tenants will need to purchase their permits.

Between 4:00 p.m. and 2:00 a.m., Monday through Friday, all SA permit holders may park in any Commuter or Reserved lots on campus. On weekends, all SA permit holders may park in any Commuter or Reserved lots daily, except between the hours of 2:00 a.m. and 5:00 a.m. There is no parking in any campus lot between the hours of 2:00 a.m. and 5:00 a.m. except for the residential lots. Violators will be ticketed and/or towed at the owner's expense.

**Standard Commuter Permit: SC**

No parking 2:00 a.m. – 5:00 a.m.

**9-month - \$161/year or 12-month - \$197/year**

Standard Commuter permits are valid for all Standard Commuter lots as designated by the blue “SC” circles on the lot entrance signs. Standard Commuter lots are enforced from 7:00 a.m. to 4:00 p.m. on weekdays all year.

No parking is allowed in any non-resident 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 Standard Commuter permit does not reserve nor guarantee a parking stall in a specific parking lot. Parkers must plan ahead and allow sufficient time to walk to their desired destination. Parking is on a “first come, first served” basis with the required permit (except for spaces specifically marked by signage). 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.

**Reserved Permit: X**

No parking 2:00 a.m. – 5:00 a.m.

**9-month - \$297/year or 12-month - \$365/year**

Reserved permits are guaranteed daytime campus parking for employees in a specific parking lot sold on a limited basis. Reserved lots are designated by the brown medallion with an X and the lot number on the entrance signs. Permit enforcement in Reserved lots is from 7:00 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 designated assigned lot, the permit holder must contact the Parking Services Office to identify an alternative parking option.

No parking is allowed in any non-resident lot between 2:00 a.m. and 5:00 a.m. Violators will be ticketed and/or towed at the owner’s expense.

**Economy Commuter Permit: EC**

No parking 2:00 a.m. – 5:00 a.m.

**\$50/year – 9 month permit**

To provide more cost-efficient parking options, the University has established an Economy Commuter permit that can be used for non-resident students and employees. Economy Commuter permits are valid for lots designated with an orange E on the entrance signs. Permit enforcement in Economy Commuter lots is from 7:00 a.m. to 4:00 p.m. on weekdays throughout the year.

No parking is allowed in any non-resident lot between 2:00 a.m. and 5:00 a.m. Violators will be ticketed and/or towed at the owner’s expense.

## **Motorcycle (Includes Moped and Scooter) Permit: MC**

**\$36/year** Motorcycles require a permit to park on campus. All such vehicles using a Motorcycle permit shall only park in designated motorcycle stalls/areas. Designated motorcycle parking will be signed as such and/or outlined with white paint lines. *Motorcycle parking is not allowed in yellow striped areas or in the Union Lot 150.* Motorcycles are not allowed to be parked on sidewalks.

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 lamp posts, trees, etc. If found chained or parked on a sidewalk, the cycle will be impounded by the Parking Services Office at the owner's expense. Cost of the chain, lock, etc. shall not be reimbursed or replaced by the University.

Any unregistered motorcycles, mopeds, mini-bikes, motor scooters, and motorized bicycles will be subject to parking violation 4.4.2.0 Parking without a valid permit. If a motorcycle, et al. remains unregistered after receiving a citation, it may be subject to impound at the owner's expense.

Motorcycle parking is prohibited from November 15 to March 1. If motorcycles are found parked on campus during this time, it will be subject to impound at the owner's expense. This time frame can be modified by the Parking office at their discretion based on snowfall amounts. If adjustments are made a campus communication will be sent out.

Motorcycle permits are only available for purchase at the Parking Services Office.

## **Gold Key Permit: GK**

Gold Key permits are a special benefit provided to individuals who provided a service to the University and have retired. Gold Key permits are valid for all commuter lots on campus. Gold Key permits are automatically renewed annually unless Parking Services is notified otherwise. Gold Key permits are not eligible for athletic events.

## **Wellness Center Permit: OffStreet**

This permit is only valid for designated Wellness Center parking stalls. These spaces are enforced from 7:00 a.m. to 4:00 p.m. on weekdays. Wellness Center members can register their vehicles at the Wellness Center at time of membership sign up.

University employees and students may not use a Wellness Center permit to park in the Wellness Center parking stalls to attend class or work. This includes students and employees who work in the Wellness Center. Students and employees that have a current Standard Commuter permit are allowed to park in Standard Commuter lots near the Wellness Center; those with other current permits can utilize the Economy Commuter lots near the Wellness Center.

## **Temporary Day Permit:**

This permit is valid for employees or commuter students who need to park short-term on campus. This permit allows parking in standard and economy parking lots. This permit costs \$2.50 per day

and can be purchased in the Parking Services Office or online through campus affiliated parking portal. This permit does allow for use of an ADA placard.

### **Load/Unload Permit**

This permit is valid for very brief durations of parking for the purpose of dropping or loading of persons or materials by employees. This permit is to be used with departmental approval and a department can be issued up to 2 of these permits. This permit is to be requested by an authorized representative of the department. A hangtag is assigned to be hung in the user's vehicle during use along with vehicle flashers should be turned on to avoid citation.

### **Pregnancy Workers Fairness Act (PWFA) Permit**

PWFA Accessibility parking stalls are available to employees who are experiencing limitations related to pregnancy, childbirth, or related medical conditions. To obtain a PWFA permit employees must:

1. Work through the accommodation process with HR.
2. Receive approval from HR to receive a PWFA parking space or other accommodation.
3. Already hold a valid SDSU parking permit.

Upon approval, employees will need to visit Parking Services to receive a PWFA hangtag. This must be hung inside the vehicle and visible at all times while parked in an approved location. The PWFA hangtag holders are allowed to park in any Parking Services approved location, including handicap stalls. PWFA permits are exclusively for approved employees and cannot be transferred or used by others. A valid SDSU parking permit is required to obtain this hangtag.

### **Disability Accessibility Parking**

Disability Accessibility parking stalls are provided in designated areas to facilitate convenient mobility for students, faculty, staff and visitors with disabilities.

Students, faculty, and staff utilizing a disability accessibility parking stall must display a state issued accessibility placard or have accessibility license plates and possess a valid SDSU parking permit. A state issued accessibility placard/ADA license plates is still required in situations regarding short-term or temporary mobility disability or injury. Individuals will not be granted special parking accommodations without a valid state issued accessibility placard/license plates. If the needed ADA stalls are full in the lot needed, ADA parker may park in another stall in that lot.

Disability Accessibility parking stalls are enforced 24-hours a day and if parked improperly can result in a \$200 citation.

### **State Vehicle Parking**

State-owned vehicles issued from SDSU Motor Pool are allowed to park in any standard commuter or economy commuter lot on campus. State vehicles may not park overnight in any commuter, reserved, or visitor parking areas but rather will need to return to the Motor Pool designated lot. State-owned vehicles are not allowed to park at personal residences.

### **Campus Service Vehicle Parking**

All Service Vehicles are required to park in designated parking stalls marked for service vehicles. It is the department's responsibility to update any changes in vehicle information with Parking Services.

### **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 by submitting an appeal form through the Parking Services office. Any contractor vehicle with a minimum of 3 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 must purchase a vendor parking permit or park within the designated fenced construction area.

### **Vehicle Relocation**

Reserved, Commuter, and Economy Commuter permit lots are enforced from 7:00am to 4:00pm Monday through Friday. After 4:00pm and at the discretion of Parking Services and/or Campus Administration, permit holders may be asked to move their vehicles to alternate lot locations to allow for event parking space. Permit holders that have been asked to relocate their vehicle and fail to do so may be subject to towing.

### **Day Visitor Parking**

Visitors to campus are welcome to park in designated visitor parking areas and stalls located throughout campus. To utilize these areas, visitors must have registered their vehicle for an online guest permit through the proper department OR display a valid visitor parking permit which can be acquired from the Parking Services Office or University Police Department. Any vehicle registered to SDSU employees or students that are parked in these areas will be issued a citation and/or immobilized at the owner's expense.

### **Department Guest Permit Parking**

Departments that bring guests to campus must direct them where to park. SDSU utilizes OffStreet as a guest parking regulation system. Departments have their own specified link for OffStreet to share with their guests in which the guest registers their vehicle. This system is only to be utilized for non-SDSU affiliated guests to campus. Use by employees or students can result in departments losing their ability to offer guest parking.

### **24-hour Resident Guest Parking**

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.

### **Overnight Athlete Parking**

Overnight athlete parking is only permitted in designated lots 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 ticketed and immobilized or towed. A valid SDSU parking permit is required to obtain this hangtag.



## **DEFINITIONS, REGULATIONS AND PROCEDURES**

### **Definitions:**

#### **Employee**

A person who works for 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.

#### **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 year including Fall, Spring, and Summer semesters.

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

#### **Commuter**

A student or employee who drives a vehicle to campus on a regular basis but does not live or stay overnight on campus.

#### **Resident**

A student or employee who lives on campus in a residential hall, apartment, townhouse, or other such designated establishments meant to house residents overnight.

#### **Visitor/Department Guest**

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

#### **Motor Vehicle**

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).

#### **Motorcycle**

A motorcycle is every motor vehicle with an engine size 50 CC 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.

#### **Moped/Motor Scooter**

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

#### **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.

### **Utility Terrain Vehicle (UTV)**

A 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.

### **Owner/Driver**

The owner is the person whose name a vehicle is registered to with 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.

### **Accountability/Responsibility**

When it is determined that a 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 may be held responsible for those citations, rather than the registered owner.

### **Parking Stall**

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

### **Park & Pay using Mobile Pay**

Designated parking spaces on campus used for non-extendable 60-minute blocks of parking time.

### **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.

### **Persistent Violators**

Persistent violators may have all on-campus parking privileges revoked and/or be reported to the University's Student Affairs office in acting contrary to student conduct code.

### **Mandatory Excessive Violation Relocation**

A campus parker that receives their 9<sup>th</sup> violation in an academic year which will result in relocation to lot 170 for the remainder of the school year.

## **PARKING REGULATIONS AND PROCEDURES**

### **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.

### **Permit Identification**

The University employs the use of license plate recognition enforcement software. Through this technology, parking on campus is monitored through a camera attached to the Parking patrol vehicle that scans license plates and compares them to our virtual permit database. It is the permit holder's responsibility to ensure that license plate information is accurate, up to date and visible to the enforcement camera in order to avoid a citation.

### **Motorcycle, Moped, Scooter, UTV and ATV Permit Placement**

Permits are to be placed on a visible area on 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.

Motorcycles, mopeds, scooters, dirt bikes, motorized bikes, and mini bikes utilizing a Commuter, Reserved, or Resident permit are allowed to park in either designated motorcycle/moped parking areas or within a parking stall that correlates with the parking permit.

Reasonable judgment is to be used when considering adequate parking space in signed motorcycle spaces that allow for more than one motorcycle to be parked at single time. No part of the motorcycle can be parked outside of marked boundaries without risk of citation. It is at the driver's risk to park in crowded motorcycle designated stalls that would allow for persons to move or nudge other motorcycles outside of marked boundaries.

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.

During winter months of Nov-March, motorcycle designated stalls may be used for purposes of snow storage. For this reason, motor vehicles are not allowed to park in signed motorcycle parking unless the sign is bagged/covered. If a motor vehicle is found parked in a signed motorcycle parking stall, it will be subject to citation.

### **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.

### **Multiple/Substitute Vehicles**

In the case that a permit holder owns multiple vehicles and/or uses a substitute vehicle, the permit holder **ONLY**, is responsible for updating the vehicle information or adding/removing vehicles in their online parking account. Individuals need to be certain all vehicle license plate information is correct within their online parking account. Incorrect vehicle information will result in citations. Your online parking account allows you to register up to four vehicles, but **ONLY ONE** vehicle per permit is allowed on campus at a time. Multiple vehicles found parked on campus at one time utilizing one permit will result in fines. Fines can be paid online through permit holders parking portal 24/7. Customers using a loaner vehicle must notify Parking Services and/or add the loaner vehicle to their parking account and permit.

### **Permit Responsibilities**

All parking citations will be assessed to the owner of the parking permit with the understanding that any citation follows the permit, not the vehicle or individual. Permit holders are responsible for maintaining accurate and up-to-date vehicle information, as well as monitoring and securing permit information.

In the event of a vehicle sale, it is the permit holder's responsibility to ensure that the vehicle is removed from their permit. If a sold vehicle is issued a citation on campus and is still on the seller's permit, the seller will be responsible for the citations unless a bill of sale can be produced.

When utilizing a personal vehicle for work related purposes, individuals are still expected to park according to their personal permit type. Using a personal vehicle for work related purposes is not justification for illegal parking.

### **License Plate Responsibility**

Permit holders are responsible for maintaining accurate and up-to-date vehicle information, as well as monitoring and securing permit information. When adding a newly purchased vehicle to a parking account, while waiting to obtain license plates, in the parking system plate number should be listed as the letters VIN along with the last 5 numbers of the VIN number from the new vehicle; example: "VINxxxxx". Not using this format will result in a citation.

It is also the permit holder's responsibility to ensure that vehicles with only one license plate are parked so that the plate can be viewed and scanned by the LPR parking software.

### **Snow Removal**

During times of snowfall, all Reserved, Commuter, and Economy 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.

If students and employees need to park on campus during times of excessive snowfall, they may be asked to park in lots other than their designated lot for purposes of snow removal and/or plowing. Even in events of excessive snowfall, parking in Disability Accessibility stalls without a valid accessibility permit will result in citations. During snow removal activities, staff and commuters required to be on campus overnight that have been issued an after-hours permit must park in the Lot 166 (West Dykhouse Stadium) or Lot 164 (North Briggs Library). If you arrive on campus and find that the lot you normally park in has not been cleared, proceed to the approved Lots 166 or 164.

Parking Services is not responsible for clearing snow from personal vehicles or removing vehicles that are stuck in the snow. It is the driver's responsibility to remove snow from personal vehicles and drivers should practice sound judgment in determining if a space is cleared for driving and/or parking.

### **Parking Maps**

The University reserves the right to adjust permit type 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.

### **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 (7) days will be considered abandoned and towed at the owner's expense. Exceptions include vehicles authorized and registered with Parking Services during academic breaks and/or university trips.

### **Emergency Call Box**

Parking in front of an Emergency Call Box located throughout various locations on campus is not allowed. Emergency Call Boxes are not to be obstructed in any way. Parking or blocking an Emergency Call Box will result in a citation.

### **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@sdsu.edu](mailto:sdsu.parkinginfo@sdsu.edu). After hours, call the University Police

Department at 605-688-5117. If no attempt is made to communicate disabled vehicle information to either Parking Services or University Police, citations may be issued and the vehicle subject to fines.

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, accessibility, other restricted zones, or creating a hazardous situation may be towed immediately.

\*A disabled vehicle may be relocated according to snow removal procedures.

### **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 or online before the vehicle can be reclaimed. If citations are paid online, a call to the Parking Services Office is needed to verify payment to have the vehicle released. All vehicle towing at SDSU is contracted through a private vendor, except for scooter/mopeds which may be impounded by Parking Services directly. It is the responsibility of the vehicle owner to contact the towing company for payment.

Any scooters or mopeds impounded by the Parking Services office will need to be claimed at the office with all outstanding citation fees paid prior to release of the moped or scooter. Further, there will be an additional \$50 charged for an impound fee which too will have to be paid prior to release of the scooter or moped. If no contact is made with Parking Services within seven (7) days of the impounding of a scooter/moped, Parking Services may begin abandonment proceedings on the scooter/moped.

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

If a vehicle or permit holder has accumulated three or more unpaid citations.

If a vehicle or permit holder has accumulated nine or more paid or unpaid citations, resulting in EMVR status

Parked in a non-designated parking area. (4.4.1.2)

Parked within 15 feet of fire hydrant or in fire lane. (4.4.1.3)

Parked in a loading zone. (4.4.1.5)

Double parked prohibiting a vehicle from exiting. (4.4.1.7)

Obstruction of traffic impeding two-way traffic. (4.4.1.12)

Parked on/in any emergency snow route or lot. (4.4.1.12)

Parked in a stall/lot over the time allowed. (4.4.7)

If a vehicle is parked in a non-resident lot between 2 a.m. and 5 a.m.

Parked in or obstructing posted Accessibility stall. (4.4.8.0)

## **VIOLATION AND ENFORCEMENT**

### **Multiple Tickets**

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).

If a vehicle has accumulated three outstanding citations, the vehicle is subject to towing/immobilization at the owner's expense.

### **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 year-round from August 22 to August 21 with all breaks being enforced.

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

### **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. For permit and lot enforcement hours, please review each permit type/privileges.

Faculty are allowed 20 free park days during the summer. Faculty will need to call the Parking Office **prior** to their need to park and specify dates and lot where they will be parked.

Certain lots on campus will be designated as free parking during summer breaks.

### **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.). Permits are still required for Residential lots and Service Vehicle stalls. All other parking regulations will be enforced. At the discretion of Parking Services and/or Campus Administration, Reserved, Commuter, and/or Economy permit holders may be asked to relocate vehicles to allow for campus event parking.

### **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.

### **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 Accessibility stalls, Loading/Unloading Zones, Signed stalls, 20-Minute stalls and all Residential Lots.

### **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. 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.

### **Trailer Storage**

Daily campus commuters are allowed to have a trailer attached to their vehicle for parking during the day, however the trailer must be parked in Lot 169 and may not be parked overnight. There is NO trailer storage 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 must be registered with Parking Services and parked in a stall designated lots to be determined by the Parking Services office.

In the event that a student has a trailer on campus longer than the two-week situations stipulated above, said student may be charged for the overage time, cited, and/or the trailer could be towed.

## **Athletics Overnight Parking**

If athletes plan to leave a vehicle parked on campus while traveling, they are required to have an active permit. In addition to the active permit, commuter student athletes must also obtain an Overnight parking permit from Parking Services in order to leave a vehicle parked overnight on campus for team travel. Resident students must leave their vehicles in their permitted resident lot. Coaching staff is expected to communicate with Parking Services with vehicle information for anyone travelling with the team that is not a student athlete. All vehicles left overnight for traveling purposes must be parked in the designated lots as determined by Parking Services office. 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.

## **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 or online through permit holder's parking portal within 10 days of issuance.

- Parked in a non-designated parking area. Parking in any other area than designated parking stalls, such as streets, service drives and access roads. (4.4.1.0) - \$25
- No parking 2am-5am. (4.4.1.1) - \$25 (First Offense) – (Subsequent escalating offenses) \$45/\$60/\$75/\$100/\$100/\$150/\$200/Tow  
*Hand-written citations cannot account for accumulation. Correct ticket price will be shown on student parking portal.*
- 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
- Double parked prohibiting vehicles from exiting. (4.4.1.6) - \$25
- Parallel or diagonally parked in the wrong direction. (4.4.1.7) - \$25
- Parked over or outside of stall lines. (4.4.1.9) - \$25  
*Parking over stall lines because another illegally parked vehicle is not considered a valid excuse and will be ticketed.*
- Parked where prohibited. Parked in any area other than sanctioned streets or parking lots. (4.4.1.10) - \$30 (First Offense) – (Subsequent escalating offenses) \$45/\$60/\$75/\$100/\$100/\$150/\$200/Tow
- Obstruction of traffic impeding two-way traffic. (4.4.1.11) - \$25
- Obstructing Snow Removal. (4.4.4.1.12) - \$25
- Parking without a valid parking permit. (4.4.2.0) - \$30 (First Offense) – (Subsequent escalating offenses) \$45/\$60/\$75/\$100/\$100/\$150/\$200/Tow
- Improper parking permit for designated lot. (4.4.3) - \$30 (First Offense) – (Subsequent escalating offenses) \$45/\$60/\$75/\$100/\$100/\$150/\$200/Tow
- Failure to Correctly Report License Plate/ Improper permit display (4.4.4.1) - \$0 (first/second offenses) \$15 (Subsequent offenses)
- Utilizing a fake, inactive, stolen or altered parking permit (4.4.5) - \$200
- Multi-Vehicle Violation (4.4.6) - \$50 (\$0 for first vehicle, \$50 for subsequent vehicles). Issued for parking more than one vehicle on campus at a time per one customer permit. This violation can include an individual with multiple vehicles on campus or several individuals sharing one permit.
- Parked in a stall over the time allowed. (4.4.7) - \$30 (First Offense) – (Subsequent escalating offenses) \$45/\$60/\$75/\$100/\$100/\$150/\$200/Tow
- Parked in or obstructing posted Accessibility stalls. (4.4.4.8.1) - \$200

- Improper contractor parking. (4.4.9) - \$30

### **Citation Fine Escalation**

Violations for No Parking 2am-5am, Improper Parking Permit, Park Where Prohibited, No Parking Permit and Overtime Parking will have the associated fine escalate for each subsequent violation up to 9 occurrences at which time the associated vehicle owner will be subject to mandatorily excessive violation relocation. After relocation, if said vehicle is found outside of designated lot, said vehicle will be towed immediately.

### **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.

- 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.
- 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.
- Reckless Driving (4.5.3) - \$120
- Any person who drives carelessly at a speed or in a manner to endanger any pedestrians or property.
- 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)
- Stop Sign Violation (4.5.5) - \$50
- Any vehicle that fails to come to a complete stop at a stop sign.

## **CITATION APPEALS AND PAYMENTS**

### **Citation Appeals**

An appeal should be based on evidence that the citation was issued incorrectly, as specified in 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 a denied appeal typically results in an **additional \$10 in fees** to your citation fine.

#### **First Level Written Appeal**

- May only be submitted on unpaid citations within 10 days of issuance.
- The appeal must be filed through your online parking account at <http://parkinginfo.sdstate.edu> which is available online 24/7.
- Upon submission, the Parking Appeals committee will review and consider your written statement, evidence, and all other documentation. Upon review, the committee will render a decision on the appeal resulting in one of the following actions:
  - Granted: The citation will be voided and the fine is dismissed.



- Reduced: The citation is upheld with full amount of the fine applied but no administrative fee is assessed.
- Warning: The citation is reduced to a warning and the fee will be dismissed.
- 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.

#### Second Level Docket Appeal

- If you do not agree with the initial decision rendered by the Parking Appeals committee, you may make a second appeal, in person, to the Parking & Traffic appeals committee.
- Must re-submit the appeal in person or via phone to Parking Services within 5 calendar days of the First Level Appeal decision. At this time, you must pay the fine, the first level appeal administrative fee of \$10, and an additional \$10 administrative fee, in cash, at the Parking Services office. This payment becomes bond until the appeals committee makes a decision.
- 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 one time. If a reschedule is required, it must be placed at least three days prior to the original scheduled hearing date. If you miss your hearing date, one will not be rescheduled and you forfeit the posted bond (exception in cases of emergency).
- Present your documentation/evidence to the committee on why your parking citation was issued in error.
- Appeals Committee's Actions – Upon review, the committee will vote on the submitted appeal with one of the following actions.
  - Granted: The citation will be voided and the fine is dismissed.
  - Reduced: The citation is upheld and the amount of the fine is reduced.
  - Warning: The citation is reduced to a warning and the fee will be dismissed.
  - Denied: The citation is upheld. If not paid within 10 days, an additional \$10 late fee will be added.
- If the appeals committee action is granted, reduced, or reduced to warning, the bond or a portion of, will be refunded within 10 days.

#### **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 and the right to appeal forfeit. Please review the payment options below to pay an outstanding citation.

##### *Online*

Pay online at <http://parkinginfo.sdstate.edu> by using credit or debit card. There is no additional fee to pay your citation online. This option is available 24/7.

##### *By Mail*

Please mail your payment, name and a copy of your citation to South Dakota State University; Parking Services Office; Student Union, Room 140; Brookings, SD 57007.

##### *In Person*

Bring the citation to the Parking Services Office located on campus between 8:00 a.m. - 5:00 p.m., Monday through Friday. The office is closed national holidays and weekends. Accepted forms of payment are Credit or Debit Card, 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.

### **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.

#### *Student Citations*

Citations that have gone unpaid after 1 semester can and will be transferred student account. Upon being transferred, a \$5 fee will be assessed to the previous citation(s) amount and the fees will then be collected through the Cashier's Office. Students should not rely on transfers to student accounts as means of payment or for purposes of avoiding the tow list. Parking Services has the right to determine when citation balances are transferred.

#### *Employee Citations*

Citations that have gone unpaid after 20 days will be reported monthly to the University Controller for collection under University Collection Policy 5:12. Outstanding citation fees may be deducted from an employee's monthly payroll.

### **MISCELLANEOUS**

#### **Pedestrians**

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

#### **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.

#### **Exterior Campus Roads**

- Medary Avenue
- North Campus Drive
- 8th Street
- Jackrabbit Avenue (From 8th Street to Highway 14 Bypass)
- Interior Campus Roads
- Stadium Road (From North Campus Drive to Highway 14 Bypass)
- University Boulevard (From Jackrabbit Avenue to 22nd Avenue)
- Campanile Avenue (From 6th Street to center of campus)
- Student Center Lane (From Jackrabbit Avenue to Student Union Building)
- College Avenue (From North Campus Drive to center of campus)
- 14th Avenue

#### **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. **During sponsored events that require reserved parking, this may not be available to campus parkers.** The lot requires a credit card or debit card to be able to utilize the lot. No cash payments are allowed. No motorcycles are allowed to park in gated lots. Parkers must legally enter and exit the parking lot per the provided instructions of use found at the entrance and exit signs. Anyone found driving through or around the gate arm, manually adjusting the gate arm, or piggybacking onto another vehicle to enter or exit the lot to avoid payment will be subject to a \$50 fine.

Rates for the 2024/2025 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 after 4:00pm until 2:00am Monday – Friday and 5:00am – 2:00am Saturday and Sunday.

## **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 Administration of all parking traffic regulations 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.