PURPOSE
To provide Oklahoma State University Center for Health Sciences Security Officers, Staff/Faculty, Students, and Guests with an understanding of the definition of the Traffic and Parking Regulations.

SCOPE
Security Department

ACCOUNTABILITY
Security Department

POLICY
Security Officers may be called upon to uphold parking and traffic regulations on OSU-Center for Health Sciences property. When a parking or traffic violation is committed, Security Officers will promptly take action to correct.

Security Officers will only follow the guidelines set forth in the following:

A. Registration
B. Parking
C. Traffic Violations
D. Oklahoma State University Center for Health Sciences Parking Lot Speed Limits
E. Vehicle Impoundment
F. Vehicles Impounded by Tow
G. Vehicle Impoundment by Wheel Lock (Boot)
H. Vehicle Impoundment by Wheel Lock (Boot) Appeal
I. Motor Vehicle Accidents
J. Visitor Parking Information
K. Responsibility
L. Parking Citation Appeal Procedures.
M. Motorcycle, Motor Scooter, and Moped Parking

A. Registration
1. Staff, Faculty and students are required to register their vehicle with Oklahoma State University Center for Health Science Campus Safety.
2. All vehicles on campus driven by students, faculty, and staff must be registered with the Department of Campus Safety.

3. Upon registration, you will be issued a Oklahoma State University Center for Health Sciences sticker that must be affixed to the top center under the rear window of the vehicle by peeling off the backing to the sticker and adhering to the window in the designated area (motorcycles on the fender.)

4. If you drive more than one vehicle to campus on a regular basis, each vehicle must be registered and will be issued a sticker that must be on that vehicle.

5. All vehicles registered or parked on campus must be properly licensed and insured.

6. Unregistered vehicles are subject to receiving a citation from Oklahoma State University Center for Health Sciences Campus Security.

B. Parking

1. Oklahoma State University Center for Health Sciences campus has enough parking capacity to accommodate its students, staff, and faculty. Although it may not be the closest space to your destination, there is plenty of space available. Please refer to the parking map located at Campus Safety if you are unaware of the designated parking areas.
   a. A legitimate parking space is usually one marked with two white lines or two blue lines for handicap.
   b. Parking on sidewalks, fire lanes, or in alleys is prohibited
   c. Students, staff, and faculty are NOT allowed to park in the visitors or IO minute parking lots.
   d. You are not allowed to park in spaces that are designated with a sign for specific use unless it applies to you. Handicap marked spaces, Service Vehicle spaces, and other reserved spaces are in effect 24 hours a day, seven days a week. All other parking spaces are restricted Monday-Friday 6:00 am-6:30 p.m. unless designated otherwise.

C. Traffic Violations

1. No Oklahoma State University Center for Health Sciences Registration Displayed
2. Expired State or Temporary Registration
3. Improperly Displayed Parking Sticker
4. Parked in a Restricted Lot
5. Parked in a No Parking Zone
6. Parked Outside of a Marked Stall
7. Parked in a Reserved Space
8. Parked in Fire Lane/Tow Zone
9. Parked in a Handicapped Space
10. Blocking Snow/Trash Removal/Thoroughfare
11. Driving Wrong Way or Speeding
12. Driving/Parking on Grass or Sidewalk
13. Littering
14. Smoking/Other

D. Oklahoma State University Center for Health Sciences Campus Speed Limit.
1. The posted speed limit on the OSU-CHS campus is 10 mph on all above ground roadways. The Tandy Parking Garage speed limit is set at 5 mph. Campus Safety Officers are equipped with a handheld directional radar device that will be utilized periodically throughout campus to ensure speed limits are being observed, and will also serve as an educational measure to increase awareness and safety on the OSU-CHS campus.

E. Vehicle Impoundment

1. The OSU-CHS Security will impound by towing or immobilizing any vehicle deemed a nuisance. A vehicle is also subject to impoundment without notice under the following conditions:
   a. Any vehicle that receives more than 3 citations within a semester and 5 citations within a year.
   b. Any vehicle that receives more than 1 citation within a semester for parking in a "Reserved" or "Special Permit" space.
   c. Any vehicle is improperly parked so as to interfere with or impede:
      1. the flow of vehicular or pedestrian traffic;
      2. the use of parking facilities, buildings, loading docks, or dumpsters; the operation of emergency equipment (e.g., fire lane);
      3. The provision of services, public safety, or essential repairs.
   d. Any unauthorized vehicle parked in or blocks the use of a reserved stall (e.g., handicapped, administrative, etc.).
   e. Any vehicle parked on any surface not specifically marked for the legal operation of a motor vehicle (e.g., lawns, grass, sidewalks, and vacant lots).
   f. Any vehicle displaying a counterfeit, stolen, altered, transferred, or otherwise fraudulent parking permit; or a permit issued due to false information given on the permit application.
   g. Any vehicle parked in any area marked "Tow-away Zone," etc.
   h. Any vehicle removed from impoundment without official release from the Oklahoma State University Center for Health Sciences Security Department.
   i. Any vehicle parked on OSU-CHS property, is not in operating condition, and has not notified the Oklahoma State University Center for Health Sciences Security Department.
   j. Any vehicle(s) parked on campus that is currently banned from campus.
   k. Any vehicle(s) parked in the Tandy Garage, or spaces reserved specifically for Administration.
   l. The discretion of the Chief of Security.

F. Vehicles Impounded by Tow

1. Impounded vehicles will be towed by a bonded wrecker service or immobilized by the Oklahoma State University Center for Health Sciences Security officers. The owner/operator of the vehicle is liable for the costs of towing and storage or release from immobilization devises. Impoundment charges must be paid directly to the impoundment company for vehicles that have been towed.

G. Vehicle Impoundment by Wheel Lock (Boot)
I. Motor Vehicle Accidents

1. Vehicles are subject to being immobilized by Oklahoma State University Center for Health Sciences Security officers with a wheel lock designed to prevent a vehicle from being moved. Wheel locks can be used at any time to impound vehicles for offenses including, but not limited to:
   a. unregistered vehicles
   b. prior unpaid citations
   c. receiving multiple citations

2. All immobilized vehicles that have not been released within 24 hours of application of wheel lock will be towed at owner’s expense. Penalties and/or fees will be assessed to the student’s account including any citation for violation at the time the vehicle is immobilized, the immobilization charges, and the tow charges.

3. All vehicles immobilized with a wheel lock shall have a notice affixed to the driver’s side window. This notice shall indicate the procedure necessary to release the vehicle from impoundment. Owners of vehicles immobilized by wheel lock must contact Campus Security at 918-625-8592, or speak with us in person at the Campus Security Office to discuss the procedure on how to get the wheel lock removed.

4. Attempts to remove the wheel lock that result in damage to the wheel lock will result in appropriate fees being charged to the student’s account for the full cost of replacement.

5. Oklahoma State University Center for Health Sciences Security Department is not responsible for damage to vehicles associated with the placement of the wheel lock on an impounded vehicle.

H. Vehicle Immobilization (Boot) Appeal Procedures.

1. The appeal procedure for vehicle immobilization is different than for vehicles who have received parking citations. If your vehicle has been immobilized with a wheel lock, you must contact the Oklahoma State University Center for Health Sciences Security Department within 24 hours of your vehicle being immobilized to pay the required fines and coordinate removal of the wheel lock. After the boot has been removed, you may appeal the boot fees by visiting the Oklahoma State University Center for Health Sciences Security Department and speaking to the Chief of Security. The Chief of Security will review your appeal, and will make a decision on a case by case basis. If the Chief of Security approves your appeal, your boot fees will be waived.

2. Your request should include the special appeal element you believe exists. In this situation, the decision of the Chief of Security will be considered final and binding for all individuals involved.

I. Motor Vehicle Accidents

1. You must report all motor vehicle accidents on campus immediately to the Oklahoma State University Center for Health Sciences Security Department.
   a. Call the Campus Safety Office by dialing 918-625-8592
   b. An officer will record the necessary information, investigate the scene, and fill out the appropriate motor vehicle accident forms.
   c. Official Campus Safety Incident Reports regarding motor vehicle accidents on campus will be made available to your insurance adjustor OR your attorney only. We do not hand out these forms to either party involved in order to ensure privacy of personal information.
J. Visitor Parking Information
1. Faculty and staff who will have visitors to the OSU-CHS campus should advise the visitors to park in the visitors parking lot on the West side of the building next to South West Boulevard.
   a. Visitor Parking Restrictions
2. Any vehicle that is registered to or used by a faculty, staff or student, does not qualify to park in visitor designated parking areas. These vehicles must park in another general parking area or a permit lot.

K. Responsibility
1. You are required to drive carefully, cautiously following traffic-parking rules and regulations.
2. You are also responsible for all violations committed while your vehicle is in the custody of another person.
3. You are responsible for all parking violations of your guests on campus. It is your responsibility to inform them where to park, etc.

L. Parking Citation Appeal Procedures.
1. If you have received a ticket and you have a legitimate explanation, you may appeal it. You have 5 business days (M-F) to file an appeal. The Oklahoma State University Center for Health Sciences Security Department is open 24 hours a day, 365 days a year, so appeals can be filed at any time. Appeals will be reviewed at the convenience of the appeals officer. Appeals may be submitted on the link printed on the ticket. Walk in, email and phone appeals will not be accepted. The Chief of Security will consider only one appeal. Subsequent appeals for the same violation will not be considered. The Chief of Security will hear all properly filed appeals. You will be contacted by e-mail regarding the decision on your appeal.
2. Your request should include the special appeal element you believe exists. In this situation, the decision of the Chief of Security will be considered final and binding for all individuals involved. After that decision is made, you have 10 days.

M. Motorcycle, Motor Scooter, and Moped Parking.
1. For the purposes of the Oklahoma State University Center for Health Sciences Security Department parking policy - motorcycles, motor scooters and mopeds are categorized and referred to as motorcycles.
   a. Faculty, Staff, and Students desiring on-campus parking for a motorcycle are required to obtain a parking permit. Special permits for motorcycles are available at Campus Safety. These parking stickers are smaller in size than the normal motor vehicle stickers.
   b. As with other motor vehicles, individuals who operate more than one motorcycle must obtain a permit for each vehicle.
   c. Permits must be permanently and visibly affixed to the license plate bracket or windshield.
   d. Motorcycle permits are valid to park in any motorcycle lot on campus. Vehicles must be parked within stall lines of the motorcycle lot. If the motorcycle stalls are full, the permit holder must go to another motorcycle lot with available space.
e. Motorcycles owned and operated by members of the public must also park in any motorcycle lot on campus.

f. Motorcycles may not park in any other area, including the University's fire lanes, disabled stalls, loading zones, construction areas, disabled access aisles, driveways, lawns, sidewalks, automobile parking spaces, or bicycle racks. Motorcycles may not be locked to or parked at utility poles, trees, bollards, railings, signposts, light posts, or fences.

g. Improperly parked motorcycles are subject to citing, towing or immobilization by wheel lock.

h. Motorcycle lots are not meant to be used for storage. Oklahoma State University Center for Health Sciences Security Department does not have storage available for motorcycles. Students, staff, or faculty needing to store their motorcycle over the winter should check off-campus sites for the possibility of private garage parking available for rent.

i. Motorcycle lots are maintained by sweeping and striping. Most motorcycle lot use is seasonal and during winter snow months, motorcycle lots may not be plowed, salted, or sanded.