

# **The Ordinance Regulating Traffic and Parking On the Campus of Winston-Salem State University**

## **INTRODUCTION**

This Ordinance defines the general operations and policies for traffic and parking on the campus of Winston Salem State University (hereinafter referred to as University or WSSU). Parking on WSSU is a privilege. The provisions set forth in this Ordinance are designed to ensure the safety and protection of all users of the system.

**Effective: August 1, 2014**

**Be it ordained by the Board of Trustees of Winston-Salem State University, pursuant to Chapter 116, Article 1, Part 6 of the General Statutes of the State of North Carolina, as it may be amended from time to time:**

## **ARTICLE I. GENERAL PROVISIONS**

### **Section 1.1 Definitions**

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. *“Assigned parking”* means customers must park in parking areas designated by their permit. Assigned parking is from 7:00 am to 5:00 p.m. Monday through Friday unless designated otherwise by the Chancellor or his designee.
2. *“Bicycle”* means every device propelled by human power upon which any person may ride, and supported by either two tandem or three wheels, one of which is sixteen inches or more in diameter. *“Abandoned bicycles”* are those which have not been moved from the same location for a period of two weeks or longer.
3. *“Booting”* means to immobilize a vehicle through the use of a device designed to be attached to the rear tire/wheel that renders the vehicle inoperable.
4. *“Campus”* means all property that (i) is owned or leased in whole or in part by The State of North Carolina, (ii) is subject to the general oversight of the Board of Trustees of Winston Salem State University, and (iii) is located within Winston Salem, Forsyth County, North Carolina.
5. *“Campus Safety Committee”* means the hearing body that consists of university and students representatives that addresses appeals of traffic offenses committed under this Ordinance.
6. *“Chancellor”* means the Chancellor of Winston Salem State University or designee.
7. *“Guest”* means any individual that is invited to come to campus by Faculty, Staff or student for the sole purpose of conducting official university business such as guest speaker/lecturer.
8. *“Moped/Motorbike”* means two-wheeled vehicles that are self-propelled by means of motor. As of June 1, 2015; the State of North Carolina issued a bill that requires citizens to register these vehicles with the Division of Motor Vehicle and be issued a valid license plate that is operated on North Carolina roads.
9. *“Motor vehicle”* means every licensed vehicle that is self-propelled and every vehicle designed to run upon the highway that is pulled by a self-propelled vehicle. This includes

automobiles, trucks, motorcycles and any other licensed, motor-powered, passenger-carrying device.

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10. “*Open parking*” means customers with a permit may park in any non-resident parking area during designated open parking times. Open parking times are from 5:00 p.m. - 7:00 am each week day and every weekend unless designated otherwise by the Chancellor or his designee.

11. “*Park*” means to leave a motor vehicle unattended by any person authorized to, or capable of, moving it immediately upon the direction of a law or traffic enforcement officer. Notes in vehicles, activated hazard lights, or a running engine *do not* render the vehicle “attended.”

12. “*Parking meter*” a device used to collect money in exchange for the right to temporarily park without a parking permit or having your vehicle registered.

13. *Passport Parking (Pay by Phone)*

Passport Parking is designed to provide more short-term parking options for those who do not need to be on campus all day such as visitors and part-time students. WSSU launched Passport Parking in two sections of campus. They are Zone 85 with 41 numbered spaces located in Lot E behind K. R. Williams Auditorium and Zone 86 with 25 spaces located in Lot R behind the Thompson Center.

14. “*Parking Permit*” means any identification assigned by the Winston Salem State University Department of Public Safety to be displayed to verify a legally parked vehicle on the campus.

15. “*Scofflaw*” describes any customer or vehicle that has three or more unpaid parking citations.

16. “*Tow*” means to remove a vehicle through the use of a vendor/tow company.

17. “*Visitor*” means any individual other than a student or employee of Winston Salem State University that is on campus to conduct any personal or non personal business.

18. An “abandoned motor vehicle” is one that has been removed to a storage area pursuant to authority granted in this Ordinance and has remained in said storage area for longer than thirty days.

A “derelict vehicle” is a vehicle (1) that has an expired registration and the registered and legal owner no longer resides at the address listed on the last certification of registration on record with the N.C. Department of Motor Vehicles, (2) that has major parts removed so as to render the vehicle inoperable and incapable of passing inspections as required under existing standards, (3) that has the manufacturer’s serial plates, vehicle identification numbers, license plate numbers, and any other means of identification removed so as to nullify efforts to locate or identify the registered and legal owner, (4) for which the registered and legal owner of record disclaims ownership or releases his/her rights thereto, or (5) that is more than twelve years old and does not bear a current license as required by the Department of Motor Vehicles. (6) Has flat tires or has not been moved due to mechanical problems for two weeks.

Any proceeds from the sale of a derelict/abandoned motor vehicle, after costs for removal, storage, investigation, sale, and satisfying any liens of record on the vehicle have been deducted there from, shall be held by the University for thirty days and paid to the registered owner upon demand. If the owner does not appear to claim the proceeds within thirty days after disposal of the vehicle, the funds shall be deposited in the Department of Public Safety Parking Trust Fund, and the owner's rights therein shall be forever forfeited.

No person shall be held to answer in any criminal or civil action to any owner or other person legally entitled to the possession of any abandoned, lost, or stolen motor vehicle for disposing of the vehicles as provided in this section.

## **Section 1.2 Regulating: Delegating of Authority**

1. The Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.
2. The Chancellor may delegate administrative responsibilities imposed on him/her by this Ordinance to the Director of Public Safety and other officers of the University that the Chancellor may choose.
3. The Department of Public Safety operates twenty-four hours a day, seven days a week. In-office customer service is available from 8:00 a.m. until 4:00 p.m., Monday through Friday, except on University-recognized holidays. Regulations may be enforced at any time deemed necessary by special event activities or other circumstances.

## **Section 1.3 Posting Notices of Ordinance and Regulations**

The Chancellor, through designated administrative officers, shall cause to be posted a public notice of traffic and parking restrictions imposed by or pursuant to the authority of this Ordinance and by Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina. Once posted, these restrictions are in effect at all times unless otherwise stated.

## **Section 1.4 Publications of Ordinance and Regulations**

The Chancellor, through administrative officers, shall cause copies of this Ordinance and regulations issued pursuant hereto to be printed and made available to students, faculty, and employees of the University.

## **Section 1.5 Filing of Ordinance and Regulations**

A certified copy of this Ordinance and all regulations issued hereunder, except temporary police regulations, shall be filed in:

1. The Office of the President of The University of North Carolina;
2. The Office of the Chancellor of Winston Salem State University;
3. The Office of the Secretary of State of North Carolina;
4. The Office of the WSSU Director of Public Safety; and
5. The Office of Student Affairs.

### **Section 1.6 Liabilities**

Winston Salem State University assumes no liability or responsibility for damage or theft to any vehicle parked in or on University properties subject to the jurisdiction or control of the Board of Trustees of the University. The provisions of this Ordinance shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day except as otherwise specified by this Ordinance. It shall be unlawful for any operator to violate any of the provisions of this Ordinance except as otherwise permitted by the Ordinance or General Statutes of North Carolina.

The operator of any vehicle shall obey the lawful instructions of any law enforcement officer, parking control officer, official traffic signs or control devices appropriately placed and in accordance with these regulations.

### **Section 1.7 Cooperation with Civil Authorities**

The Chancellor shall cooperate with all law enforcement authorities of the State of North Carolina and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder. When the City of Winston Salem enacts an Ordinance that, pursuant to G.S. 116, 44.5, supersedes any portion of this Ordinance or any regulation issued hereunder, the Chancellor shall, upon receiving a certified copy of such Ordinance from the city clerk, make such changes to policy and procedure as necessitated by the new ordinance.

### **Section 1.8 Rules of Evidence**

When a vehicle is found to be in violation of this Ordinance it shall be considered prima facie evidence that the vehicle was parked by:

1. The person to whom a University parking permit for the vehicle is registered;
2. If no parking permit has been issued for the vehicle, the person, company, corporation or firm in whose name the vehicle is registered with the North Carolina Division of Motor Vehicles or the corresponding agency of another state or nation; or

3. The son, daughter, spouse, or ward of the registered owner enrolled in or employed with Winston Salem State University.

The prima facie rule of evidence established by Section 1-8 shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented, to another person. In such instances, the owner of the vehicle shall, within reasonable time after notification of the parking violation, furnish the Department of Public Safety with the name and address of the person or company who leased or rented the vehicle.

### **Section 1.9 Trust Accounts**

All monies received from parking fees and penalties imposed by this Ordinance shall be placed in trust accounts and may be used for the following purposes:

1. To defray the cost of administering and enforcing this Ordinance and Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina;
2. To develop, maintain, and supervise parking lots, areas, shuttles/shelters and facilities;
3. To support, maintain, and develop shuttle services and personnel;
4. As a pledge to secure revenue bonds for parking facilities issued under Chapter 116, Article 21, of the General Statutes of North Carolina; and/or
5. For any other purpose related to parking, traffic, and transportation on the campus as authorized by the Chancellor.

### **Section 1.10 Parking on Streets of Winston Salem State University**

Except as expressly permitted by this Ordinance, it is unlawful for any person to park a motor vehicle:

1. On streets that is not permitted by the ordinance of Winston-Salem State University.
- The following designated streets are marked for vehicle parking:

- West Cromartie Street
- Price Street
- Old Stadium Street
- Vargrave Street (on the right side of the street across from dorms)

Nothing in this Ordinance shall be construed as recognition by the Board of Trustees of Winston Salem State University as a prescriptive easement in any street specifically named herein.

# ARTICLE II - PAYMENTS AND COLLECTIONS

## Section 2.1 Payment Methods

Payments owed to the WSSU Department of Public Safety for permits, citations, visitor parking, and so forth may be made in the following ways (the Department reserves the right or the ability to change payment methods for operational efficiency):

1. Cash (not recommended to be sent through the mail), except unrolled coins;
2. Checks or money orders (payable to WSSU Department of Public Safety);
3. Debit/credit (payable at WSSU Department of Public Safety parking office / Online);
4. Payroll deduction (for employees);
5. Student vouchers;
6. Veteran administration voucher;
7. Vocational rehabilitation program voucher;
8. WSSU internal payment forms
9. **WSSU Parking Office Payment Plan (Temp Employees Only)**
  - **Installment payment plans of four (4) for temporary/Adjunct Employees who are not eligible for Payroll Deduction.**
  - **An installment plan will be considered ONLY if you demonstrate the inability to pay the amount in full and if you have satisfied payments for the previous year.**
  - **Pursuant to North Carolina law (Chapters 143-552, 143-553), you cannot be indebted to State agencies and must therefore make full restitution to Winston-Salem State University as a condition of your continued employment with the University (See attached payment plan agreement form).**

## Section 2.2 Replacement Fee

A lost or stolen permit must be reported immediately to the Department of Public Safety. There is a replacement fee of \$20.00. The replacement fee shall be refunded if the missing permit is found and returned to the Department of Public Safety.



## **Section 2.3 Returned Checks**

Any payment made by check that is returned by the bank and not cleared upon notification shall necessitate the implementation of one or more of the Collection Methods described in Section 2-4. A \$25.00 service charge shall be imposed for all returned checks.

## **Section 2.4 Collection Methods**

No parking permit may be issued to any individual who has outstanding debts to the Department of Public Safety in excess of \$150.00. Student citations remaining unpaid ten (10) days after issuance will have a \$10.00 late fee added. After 30 days if payment has not been made the citation is sent to the Cashier's Office for collection. The vehicle becomes subject to towing, booting or impoundment if three or more citations remain unpaid and the vehicle is found on campus thirty days or more after the issuance of the original citation. Student accounts will be put in hold status, preventing registration, graduation, and receipt of transcripts. Employee citations remaining unpaid ten (10) days after issuance will have a \$10.00 late fee added and fines may be deducted from paychecks or any other money owed to the employee by the State of North Carolina, such as an income tax refund. NCGS 143-553 provides that, "All persons employed by a State employing entity who owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment." The vehicle becomes subject to towing, booting or impoundment if three or more citations remain unpaid and the vehicle is found on campus thirty days or more after the issuance of the original citation. Employees who fail to pay citations owed are subject to dismissal under this law. Debts owed by any individuals, whether or not employees or students, may be subject to garnishment of North Carolina state income tax refund. Debts owed by any individuals, whether or not employees or students, may be subject to the use of a collection agency.

## **Section 2.5 Civil Suits for Recovery of Penalties**

When the Chancellor in his sole discretion determines that civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he may request the Attorney General of North Carolina to bring civil action against the offender in the name of the State for the recovery of the penalty.

# **ARTICLE III - PARKING**

## **Section 3.1 Method of Parking**

The Chancellor shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and painted lines (when the parking area is paved). When parking spaces have been marked off in the area in which parking is lawful, vehicles shall be parked within the spaces so designated at all times.

1. Some spaces may be marked for compact vehicles. These spaces shall be fifteen feet in length and five feet in width, with two and one-half feet of hatching between spaces. It is unlawful for any vehicle to occupy more than the five-foot portion of the space. Signs shall be posted or on-ground markings shall designate compact spaces.

2. It is unlawful at any time to occupy portions of more than one space when such is defined by painted lines or to park in any portion of the area not clearly designated for parking.

3. When spaces are designated at an angle (diagonally) to a street curb or dividing median, vehicles shall be parked therein with the front of the vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, vehicles shall be parked within the front of the vehicle facing the direction of travel authorized for that side of the street or driveway.

### **Section 3.2 Disabled Vehicles**

It is unlawful to leave a disabled vehicle parked in violation of this Ordinance without immediately notifying the Department of Public Safety. If the vehicle is obstructing traffic, in a reserved space, or creating a hazard, it must be moved immediately.

No vehicle will be placed on the disabled vehicle list more than one time per month unless the operator will accept assistance from the Department of Public Safety or a tow firm. Persons who exceed the limitations for placing their vehicle on the disabled list and do not accept assistance shall be subject to a penalty as provided in Section 6.1 of this Ordinance if the vehicle remains parked in violation of this Ordinance. If the Department of Public Safety has permits available for the lot in which the vehicle is parked, the operator may be required to purchase a permit rather than be placed on the disabled list.

### **Section 3.3 Parking**

Any person parking a motor vehicle as described in this Section 3-3 must display the appropriate permit for that parking area during assigned parking times (7:00 am-5:30 p.m. Monday-Thursday) Friday office open until 5p.m. During open parking times (every day 5:00 p.m. -7:00 am and weekends) any customer with a valid permit may park in any parking area other than a residential (designated in yellow on map) parking area on campus, except for reserved spaces, which are reserved at all times unless otherwise indicated. Any vehicle parked without displaying a permit is subject to the issuance of a civil penalty, vehicle immobilization/booting, and/or towing.

Vehicles displaying special permits obtained through the Department of Public Safety may park as indicated by use of those special permits and their related restrictions.

A guide that summarizes the regulations and a map depicting the parking areas is available at the Department of Public Safety office or visit <https://map.wssu.edu/index.html>

Parking areas are described as follows:

Green: Commuter Student

Red: Staff

Orange: Shuttle

Yellow: Resident Student

Blue: Meter/visitor

Red/Green- shared (staff/student)

Pursuant to Section 1-2, The Chancellor or designee may provide for subdivision of and for addition or deletion of lots to or from any one of these areas and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this Ordinance.

### Section 3.4 Area Permit Fees

<b>Permit</b>	<b>Fee</b>
<i>Student</i>	\$160.00
<i>Faculty/Staff</i>	\$260.00
<i>Faculty/Staff Gated</i>	\$300.00
<i>Shuttle</i>	\$110.00
<i>Reserved</i>	\$420.00
<i>Summer Session I</i>	\$60.00
<i>Summer Session II</i>	\$60.00
<i>Motorcycle</i>	\$40.00
<i>Motorcycle (with valid WSSU parking permit)</i>	\$20.00
<i>Replacement Permits</i>	\$40.00

Permit-holders on campus during summer sessions must purchase separate summer session permits. All other permit fees are annual fees. All permit fees are pro-rated on a monthly basis. Employees not registering for a permit at the beginning of the permit year who wish to pay for the permit by payroll deduction shall pay for the first month in cash, after which payroll deduction will begin. New employees not registering for a permit at the beginning of the permit year who wish to pay for the permit in cash may pay for the first month at the beginning of their employment, and the remainder of the pro-rated charge after receiving their initial pay check.

### Section 3.5 Special Event Parking

The Chancellor may cause any lot to be reserved Monday through Friday after 5:00 p.m. and on selected weekends to accommodate special event parking (i.e., for concerts, athletics, or other events). A maximum charge of \$10.00 per automobile may be charged for use of these lots.

### Section 3.6 Reserved Parking

Parking spaces may be reserved to meet special needs, such as for state-owned vehicles, visitors, or specific individuals. The Chancellor shall determine the precise location and status of reserved spaces.

Reserved spaces for individuals must be approved by the Chancellor. The annual fee for an individual reserved space shall be \$420.00.

It is unlawful for any unauthorized person to park a motor vehicle in a reserved space. Notice of the reserved status of a parking space shall be prominently posted at the space. Once posted, such spaces are reserved at all times unless otherwise indicated.

It is unlawful for non-disabled, affiliated individuals to display a disability State plate, State disability permit, or disabled veteran license plate. Misuse of such plates or permits shall result in the issuance of a parking citation, immobilization, and/or impoundment.

A sufficient number of parking spaces shall be reserved to meet the needs of the disabled. It is unlawful to park a vehicle in a space posted for disability parking or in a manner denying access to a disability parking space or facility handicap access area. Disability spaces are reserved at all times unless otherwise indicated.

### **Section 3.7 Visitor and Conference Parking**

Departments may request groups of parking spaces for guests attending conferences, meetings, and seminars. Parking assignments for such groups will be determined by the Department of Public Safety. A \$5.00 fee per permit will be charged.

Special parking shall be reserved on request of Anderson Center personnel. A fee of \$5.00 per permit shall be included in the Anderson Center facility fee in such circumstances.

### **Section 3.8 State-Owned Vehicle Parking**

State-owned vehicles may park in any space specifically reserved for service use or any regular parking space. Parking in any regular service space for more than twenty-four hours is unlawful. A violation of this Section by a state-owned vehicle will result in the issuance of a citation, immobilization, or impoundment.

### **Section 3.9 Motor/Moped/Motorbike Parking**

Licensed motorcycles, mopeds and motorbikes (required by the State of North Carolina Department of Motor Vehicles to have a license) are required to purchase and display a WSSU permit and must park in a **legal** parking space. It is unlawful for motorcycles, mopeds and motorbikes to park **blocking the entrance to buildings, ramps, or walkways.**

In the case of a person wishing to register a combination of an automobile and a motorcycle, full payment will be required for the automobile permit, but there will be a charge for the additional motorcycle permit of \$20.00. No more than one motor vehicle permit and one motorcycle permit shall be issued to any registrant.

### **Section 3.10 Bicycle Parking**

Bicycles shall not be parked or stored in any location other than areas designated for bicycle parking, including:

1. inside any University building, including stairwells, hallways, and balconies;
2. against or attached to any tress, bush, plant, or foliage;
3. against or attached to any electrical fixture, sign post, railing, public seating fixture, or emergency safety device; or
4. in any other area where parking is prohibited specifically by this Ordinance.

### **Section 3.11 Temporary Parking Restrictions**

The Chancellor is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus and on public streets in this Ordinance, and to reserve parking spaces for special use when such action is necessary due to special events, emergencies, or construction. Temporary signs or barriers shall be posted, and a representative of the Department of Public Safety or other University official shall give notice of regulations issued under this Section. It is unlawful for any person to violate such regulations.

#### *1. Overnight Parking Restrictions*

Certain parking lots, parking areas, or parking spaces may be restricted from overnight parking in order to ensure availability of the facilities during alternate hours. Signs and/or barriers shall be posted at these locations. It shall be unlawful for any person to violate such regulations. Overnight parking is not permitted in the shuttle parking area. Visitors to Resident Halls may park in parking areas Lot CC and Lot O from 5:00 p.m. 2:00 a.m. each day without a pass or permit. Overnight visitors must obtain a visitor pass and be approved by Housing & Residence Life.

### **Section 3.12 Evening Parking**

The Chancellor may cause certain lots to be reserved on weekdays after 5:00 p.m. and on weekends to accommodate employee and commuting student parking. Employees and students desiring to park in such lots shall purchase evening parking permits. Customers with shuttle parking passes may park in non-resident parking areas after 5:00 p.m. each day and all weekend.

### **Section 3.13 a. Metered Parking**

Meters may be used by anyone parking on the premises of Winston-Salem State University. Meters are available at a cost of \$ 0.25 per 15 minutes, or as otherwise indicated on the meter, with a one hour limit. Anyone parking at a metered space in excess of the one hour time limit is subject to ticketing, booting and towing as allowed under this policy. After 5:00 p.m., parking in metered spaces is allowed by anyone with a valid WSSU parking permit. Visitors without a parking permit must pay the meter to park legally in that respective space.

### **Section 3.13 b. Passport Parking**

Register for Passport using the pay by phone method, Download Passport Parking App or call 336-441-1684 from your cell phone.

All Day: 9.50 + .25 service fee for \$9.75  
Four Hours : 5.25 + .25 service fee for \$5.50  
Two Hours: 3.25 + .25 service for \$3.50

### **Section 3.14 Idling at Air Intake Vents**

It is unlawful for any person to cause a motor vehicle to be parked with the engine running near a building's air intake louver. Signs indicating the locations of these air intake louvers shall be posted prominently. Vehicles in violation of this section are subject to the issuance of a citation.

### **Section 3.15 Signs**

It is unlawful for any person to deface damage, tamper with, break, destroy, impair the usefulness of, remove, relocate, steal, or possess any traffic or parking sign erected by the WSSU Department of Public Safety. Possession of any such sign shall be prima facie evidence of the violation of this Ordinance. Conviction for violation of this section may result in criminal prosecution, a fine, suspension, or expulsion from Winston Salem State University.

## **ARTICLE IV - REGISTRATION OF VEHICLES AND PARKING PERMITS**

### **Section 4.1 Registration of Vehicles**

Any motor vehicle maintained or operated on the campus by any student or employee of the University must be registered with the Department of Public Safety. Persons found in violation of this section are subject to a fine as allowed by this Ordinance.

### **Section 4.2 Parking Permits**

The Chancellor may issue permits to park in lots and areas described in Section 3-3 to employees or students of the University and affiliated organizations operating on the campus upon payment of the established fee.

1. Retired employees and those designated as "Faculty Emeritus" may obtain a parking permit by

contacting the Department of Public Safety.

2. No parking permits shall be issued to any freshmen living on campus unless authorized by a Hardship or Disability Parking Committee or by order of the Chancellor.

### **Section 4.3 Special Parking Permits**

The Chancellor may issue special permits under the conditions and at the fees indicated in this section. Misuse of said permits shall result in confiscation of the permit and no further permits shall be issued for the remainder of the year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section will be subject to the appropriate fine and impoundment of their vehicles.

1. **Vendor Service Permits** - Representatives of non-affiliated service companies that have contractual relationship with the University to deliver goods or services may apply for a vendor service permit through the Department of Public Safety. An application must be completed by the vendor and approved by the Director of Public Safety. A payment of \$90.00 shall be made for each permit issued. Vehicles displaying Vendor Service Permits may park in any designated space. Vendors with vehicles prominently displaying the vendor's name or logo, performing routine deliveries and pick-ups from University buildings, and requiring less than fifteen minutes are exempt for any permit requirement. Vendors needing to be on campus for longer than 15 minutes only on an occasional basis may purchase one-day visitor permits from the Department of Public Safety.

Construction contractors and their employees are not eligible for Vendor Service Permits. All construction-related vehicles must park within the lay down area designated for the construction project.

2. **Disability Permits** - Disabled students and employees desiring disability parking on campus must obtain a WSSU Disability permit by the established application process, through the Department of Public Safety. An allocation of spaces will be made available to disabled users, based upon a physician's certification of need. WSSU Disability permits will be assigned parking areas throughout the campus, and their cost will be based on the permit price structure for non-disability permits. The Department of Public Safety will determine the parking area based on need and availability. By displaying the WSSU Disability permit, an individual may park in a designated handicapped or any open parking space in his/her designated parking area. Reasonable accommodations for disabled students and employees will be made.
3. **Privilege Permits** - Departments may apply for annual Privilege permits. A \$150.00 payment shall be made for each permit issued. Justification of need must accompany each request. Privilege permits may not be utilized by students. Vehicles displaying Privilege permits may park in specially designated Privilege spaces or in any other regularly designated parking space.

4. **Reserved Permits** - The Chancellor may issue a reserved-at- all-times permit to a person, department or school providing justification for said permit is met. Job duties and other functions associated with employment shall be considered (i.e. employees required to live in residence halls). The cost of the permit and space shall be \$420.00.
5. **Temporary Permits** – Temporary employees, adjunct faculty, students and vendors may purchase a temporary permit for vehicles not registered with the Public Safety Department. Temporary permits cost \$5 per day, \$20 per week for students and \$30 per month for faculty and staff. Fees paid for temporary permit do not apply towards permanent permit fee.

\*All temporary permit holders and Day pass holders must park in shuttle lots.

#### **Section 4.4 Display of Permits**

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any manner. A violation of this section will result in the appropriate fine. If you fail to display your permit your vehicle may be towed.

##### **Permit display options are:**

1. Hanging from the vehicle's rearview mirror facing the front of the vehicle, clearly visible through the front windshield.
2. If the tint, slant, or other design factors of the vehicle obscure in any way the permit's visibility, the permit should be displayed on the left side of the windshield in the lower corner.
3. Permits for motorcycles must be displayed on the rear fender so it can be seen when viewing the license plate from behind the motorcycle or on the front fork or on the State inspection plate. Permits for motorcycle covers must be permanently affixed on the top rear area of the motorcycle cover. The license plate number of the authorized motorcycle must be recorded on the motorcycle cover permit by the Department of Public Safety.
4. Permits for vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized vehicle must be recorded on the permit by the Department of Public Safety. An additional permit must be displayed from the rearview mirror of the authorized vehicle. The license plate number of the vehicle will be recorded on the cars cover by the Department of Public Safety.

#### **Section 4.5 Failure to Pay Parking Fines on Unregistered Vehicles**

Any failure to pay parking fines on unregistered vehicles found on the campus more than thirty-five



days after notice to the owner of the vehicle, as identified on the records of the North Carolina Department of Motor Vehicles or similar departments of other states, shall result in the vehicle being towed or booted. Said vehicle shall not be released until all fines and fees have been paid and the vehicle is registered in accordance with this Ordinance.

#### **Section 4.6 Failure to Register Vehicles**

Any motor vehicle being operated on the campus in violation of the registration provisions of this Section 4-1 shall be towed. The employee or student operating said vehicle shall be required to register the vehicle and pay any towing and storage fees before the vehicle will be released.

#### **Section 4.7 Counterfeiting/Altering Parking Permits**

It is unlawful for any person to produce or cause to be produced, to alter, or to display without authority of the Chancellor, any parking permit, sticker, permit, or other device indicating eligibility to park on the campus of Winston-Salem State University. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Lieutenant that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to disciplinary action, pursuant to their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety. Counterfeiting is a criminal offense and criminal charges may also be imposed against the offender.

#### **Section 4.8 Obtaining Parking Permits through Unlawful Means**

It is unlawful for any person to obtain a parking permit by any means other than procedures established by the Chancellor pursuant to this Ordinance, including but not limited to, obtaining permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Lieutenant that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to disciplinary action, pursuant to their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

#### **Section 4.9 Unauthorized Display of Parking Permits**

The Chancellor may issue regulations for the transfer of permits from one motor vehicle to another owned or used vehicle by the holder of the permit, and it is unlawful for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

It is unlawful for any person in possession of a parking permit, whether that possession be lawful or unlawful, to give, sell, or otherwise transfer or attempt to transfer it to another. It is unlawful for any person to display on a motor vehicle a parking permit not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or altered permit. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Lieutenant that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to disciplinary action, pursuant to their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

#### **Section 4.10 Reinstatement of Eligibility**

Any person who is permitted to retain their eligibility for a parking permit after being charged with violations of Section 4-4, 4-5, or 4-6, will not be issued a refund for previously purchased permits. The person will be required to purchase a permit at the current prorated issuance rate for the type of permit purchased.

## **ARTICLE V - TRAFFIC**

#### **Section 5.1 Interference with Traffic**

It is unlawful for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

1. Temporary traffic restrictions - The Chancellor may cause traffic to be restricted or rerouted as necessary by construction, emergency situations, and special events. Notice of such restrictions shall be given by temporary signs or barriers or by a representative of the Department of Public Safety. It shall be unlawful to violate such regulations.

#### **Section 5.2 Fire Lanes/Fire Hydrants**

No person shall park a vehicle (whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the Department of Public Safety. Fire lanes will be indicated prominently by pavement markings and/or signs.

### **Section 5.3 Parking or Driving on Sidewalks, Grass, or Shrubbery**

It is unlawful for any person to drive or to park a motor vehicle on a sidewalk or on grass or shrubbery unless such area is signed and marked for parking.

It is unlawful to operate a bicycle on the campus in a manner that jeopardizes pedestrian safety, or State or private property. It is unlawful to ride or operate a moped or motorbike with the engine running on campus sidewalks.

It is unlawful for pedestrians to use in-line skates or skateboards on the campus in a manner that jeopardizes the safety of other pedestrians. It is also unlawful for pedestrians to use in-line skates or skateboards on any walls, monuments, gutters, ditches, railings, bicycle racks, benches, or other structures, fixtures, or property on the University campus. It is unlawful for pedestrians to use in-line skates or skateboards on any ramps or steps on the University campus except for the purpose of entering or leaving a building or making normal pedestrian progress along a campus sidewalk.

### **Section 5.4 Speed Limits**

1. It is unlawful to operate a vehicle on the campus in excess of a speed of fifteen miles per hour, except as otherwise posted.
2. It is unlawful to operate a moped or bicycle on sidewalks on campus at a speed or in a manner that would prove to be hazardous to the safety of pedestrians. It is unlawful to operate a moped without a safety helmet of the type approved by the Commissioner of Motor Vehicles.

Bicyclists are encouraged to give warning to pedestrians about to be passed from the rear. Warnings may be either verbal or by means of a bell, horn, whistle, or other audible warning device. While riding on any public right-of-way, bicyclists must obey all traffic laws applicable to vehicles. Bicyclists are encouraged to wear bicycle safety helmets at all times when riding a bicycle.

### **Section 5.5 Stop Intersections**

Pursuant to G.S. 20-158, the Chancellor shall cause to be erected at intersections, signs requiring drivers of vehicles to come to a full stop on the streets designated as “stop signs.” Whenever any such sign is erected, it is unlawful for the driver of any vehicle to fail to stop in obedience to the stop sign and to yield the right-of-way to vehicles being operated on the streets designated as “through streets.”

### **Section 5.6 U-Turns Prohibited**

It is unlawful for any driver of a vehicle to reverse the direction of his vehicle by making a “U-turn” on any of the streets, alleys or driveways on the campus.

## **Section 5.7 Vehicular Traffic at Marked Crosswalks**

The Chancellor may establish pedestrian crosswalks across streets, alleys, and driveways on the campus where the location of University buildings and sidewalks requires large numbers of persons to cross streets and driveways at points other than street intersections as governed by G.S. 20-155(c). A crosswalk shall be indicated by traffic signals, signs, or white stripes (hatched or un-hatched) and will be a minimum of six feet in width. When a crosswalk has been marked off, it is unlawful for the driver of any vehicle traveling on the street or driveway to fail to stop and to yield the right-of-way when there is a pedestrian in that portion of the crosswalk. The pedestrian must be on that side of the street or driveway in which the vehicle is traveling.

## **Section 5.8 Pedestrian Obstructing Traffic**

It is unlawful for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon, and in crossing streets, alleys, or driveways pedestrians shall keep in motion when in the traveled portion thereof.

## **Section 5.9 Passengers Pick Up and Discharge**

It is unlawful for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or discharging a pedestrian without first driving up to the right hand curb.

## **Section 5.10 One-Way Streets**

Vehicular traffic upon streets, driveways and alleys shall move in only one direction as indicated by traffic signs.

## **Section 5.11 Noise Ordinance**

A vehicle on campus emitting any noise that is audible from fifty feet away is subject to a noise violation fine.

# **ARTICLE VI - ENFORCEMENT**

## **Section 6.1 Penalties**

Any person violating any provisions of this Ordinance or a regulation issued hereunder is subject to a civil penalty as indicated in the following schedule:

**Offense**

**Civil Penalty**

Exceeding time limit (meter)	\$10.00
Parking on Landscape	20.00
Not Parked in a Designated Space	20.00
Failure to Display WSSU Permit	*20.00
Violating Temporary Restrictions	30.00
Blocking a Dumpster	30.00
Idling Near Building Air Intakes	30.00
Parking in a No Parking Area	40.00
Parking Within Fifteen Feet of a Fire Hydrant	40.00
Failure to Stop at a Duly Erected Stop Sign	40.00
Traveling the Wrong Way on a One-Way Street	40.00
Exceeding the Posted Speed Limit	40.00
Exceeding Safe Speed for Existing Conditions	40.00
Performing a U Turn	40.00
Discharging Passengers	40.00
Failure to Stop for Pedestrians in Crosswalk	40.00
Pedestrian Obstructing Traffic/Fail to use Crosswalk	40.00
Failure to Display a Valid Permit	50.00
Parking in a Reserved Space	50.00
Parking in a Fire Lane	50.00
Removed Barricade Placed by Police	50.00
Failure to Follow Police Instructions	50.00
Noise violation	50.00

Displaying Stolen Permit	200.00
Displaying an Altered/Counterfeit Permit	200.00
Obtaining a Parking Permit through Unlawful Means	200.00
Parking in Handicapped Space	250.00

Second offense is \$100 and 3<sup>rd</sup> offense will result in revocation of parking privileges for one calendar year.

## **Section 6.2 Police Regulations**

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be unlawful for any person to violate police instructions related to this section.

## **Section 6.3 Repeated Offenses**

If any vehicle is cited for violation of this Ordinance more than five times in a period of twelve months or more than twice in a period of thirty days, the Chancellor may cancel any parking permit issued to such vehicle without refund of any portion of the fee paid and shall cause the violator's license plate number to be entered on a list of repeated offenders. Once a license plate number is placed on a repeated offender list, the vehicle is subject to impoundment or immobilization if parked in violation of this Ordinance. A citation found to be invalid shall not be counted for purpose of this section. Employees and students with repeat offenses of this nature will be forwarded to the appropriate body for disciplinary action, (i.e. the Office of Student Affairs for students and the immediate supervisor employees).

## **Section 6.4 Vehicle Impoundment**

Any vehicle parked in violation of this Ordinance or a regulation issued hereunder, including failure to pay fines, may be removed to a storage area. The vehicle will not be released until the cost of storage and removal has been paid to the storage facility owner. The Chancellor or designee may refuse to authorize release of the vehicle until the University's citation fee is paid as well.

The owner or custodian of a vehicle impounded under any regulation of this Ordinance may appeal the impoundment in person or in writing within 10 business days to the Chancellor's designated Campus Safety Committee pursuant to Section 7-1 of this Ordinance. Submitting an appeal to the Chancellor's designated Campus Safety Committee does not substitute for payment of the towing or storage fees for removal of the impounded vehicle.

The Chancellor or designee is authorized to have towed from campus any vehicle violating the provisions of this Ordinance.

The cost of towing and storage shall be the actual cost charged by the vendor providing the towing and storage services. If the operator of the vehicle to be impounded arrives at the vehicle prior to the tow truck moving the vehicle from where it was parked, such operator shall pay to the vendor providing the towing services said vendor's tow cancellation fee or the vehicle will be towed.

### **Section 6.5 Vehicle Immobilization**

Any vehicle parked in violation of this Ordinance or any parking or traffic regulation, including overdue fines, may be immobilized by use of a wheel boot. Notice of the application of a wheel boot shall be posted prominently in one of three locations: (1) on the driver's side of the front window of the vehicle, (2) on the rear windshield, or (3) on the driver's side window. Placement of notices will depend on the type of vehicle.

The Chancellor or designee may refuse to authorize release of the vehicle to the owner or custodian until the cost of immobilization and all outstanding balances owed the Department of Public Safety have been paid. Boots may only be removed by the Department of Public Safety upon payment of a \$50.00 fee in addition to the citation amount. The owner or custodian of a vehicle impounded under any regulation of this Ordinance may appeal the immobilization in person or in writing within ten calendar days to the Chancellor's designated Campus Safety Committee, pursuant to Section 7-1 of this Ordinance. Submitting an appeal to the Campus Safety Committee is not a substitute for payment of the immobilization fee.

Vehicles immobilized for longer than twenty-four hours shall be removed to a storage area. The owner/custodian of the vehicle shall only be responsible for the tow and impoundment fee as well as any citation and storage fees.

### **Section 6.6 Impoundment of Abandoned and Derelict Vehicles**

Any vehicle that is partially dismantled or wrecked and/or does not display a current license plate and/or left in such condition for more than two weeks shall be considered abandoned and junked. Such vehicles shall be removed to a storage area at the owner's expense and disposed of in accordance with Section 6-7 of this Ordinance.

### **Section 6.7 Disposal of Abandoned and Derelict Vehicles**

When any "abandoned or derelict motor vehicle" is in the possession of the University, the University shall dispose of it in accordance with North Carolina statutes.

### **Section 6.8 Bicycle, Vehicle and Skateboard Impoundment**

It shall be lawful for the Chancellor to impound at the owner's/rider's expense, any bicycle or vehicle that is considered abandoned, junked, lost/stolen, parked/stored, or operated in violation of this Ordinance, or state or local fire safety regulations. It shall be lawful for the Chancellor to remove security

devices attached to vehicles for impoundment purposes. The University shall not be held liable for damages made to bicycles, vehicles or locks while impounding or during storage of said vehicles.

Bicycles that remain stored on racks for more than thirty days at the end of any academic term, including summer sessions, will be deemed University property.

### **Section 6.9 Disposal of Junked Bicycles**

Notice shall be posted at the Department of Public Safety when bicycles have been impounded. Letters will be sent to the bicycle owners if known. Bicycles unclaimed thirty calendar days after the original date of impoundment shall be deemed University property.

## **ARTICLE VII - APPEALS**

### **Section 7.1 Appeals**

Any person cited for violation of any portion of this Ordinance for which a civil penalty is imposed or a vehicle is impounded or immobilized for violations may appeal in person or in writing within ten (10) business days of issuance to the Campus Safety Committee. An appeal will be heard and a decision will be made within 30 days or the next Campus Safety Committee meeting date, whichever comes first.

Failure to meet the ten-day appeal period requirement shall result in forfeiture of all appeal privileges. Anyone filing an appeal must appear in person before the Campus Safety Appeal Committee. Failure to attend the Campus Safety Appeal meeting shall result in a forfeiture of all appeal privileges and an automatic reinstatement of the fines or penalties.

The Campus Safety Committee will consist of (1) Faculty member, (1) Staff member, (1) Student and the Chief of Police/Director of Public Safety. The determination made by this committee is final and not subject to further administrative appeals.

Submitting an appeal to the Campus designated Campus Safety Committee does not substitute for payment of towing and storage fees for removal of an impounded vehicle. Such fees must be paid in accordance with this Ordinance. If the Campus Safety Committee decides the appeal in favor of the appellant, the costs of towing and storage will be refunded by the Department of Public Safety.

In the event that the owner or operator elects to leave the vehicle impounded while filing an appeal, the storage fees will be waived from the day the appeal is submitted to the Campus Safety Committee until the day the decision is rendered if the appeal is decided in favor of the appellant.

Any person cited to the District Court, Division of the General Court of Justice for violation of this Ordinance must pursue that appeal, if any, as provided by law for statutory criminal actions.

## **ARTICLE VIII - REPEALS**



## **Section 8.1 Former Regulations Repealed**

All resolutions heretofore adopted regulating traffic and parking on the campus of Winston Salem State University is repealed. The repeal herein of those regulations shall not abate or otherwise affect any civil, criminal, or administrative action or proceeding concluded or pending on the effective date of this Ordinance.

This Civil penalty regulatory Traffic and Parking Ordinance shall be effective upon its adoption.

Adopted: This the 6th day of June, 2014

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Debra B. Miller, Chairman  
WSSU Board of Trustees

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, Secretary  
WSSU Board of Trustees

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