General Parking and Traffic Policies

I. General Information
   A. Driver Responsibility
      • Drivers are responsible for finding an authorized parking space. Lack of space, mechanical problems, inclement weather conditions, or other disabilities are not considered valid excuses for violation of parking and traffic regulations.
      • A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area(s). Drivers should be aware that spaces in prime locations fill up first.
      • A parking permit signifies that an individual has been granted the privilege of parking on University property. Ownership of the parking permit remains with the University and is not transferable to other persons.
      • The failure of the University to strictly enforce any parking regulations shall not be construed as a waiver for future enforcement of regulations.
   B. University Liability
      • No liability is created by the granting of parking or driving privileges on property owned, leased, or otherwise controlled by the University.
      • The University assumes no responsibility for the care or protection of vehicles or contents while operated or parked on University property. Western Kentucky University police officers do patrol University parking facilities.
   C. Abandoned and Derelict Vehicles
      • Any vehicle parked on WKU property for 30 days without moving will be considered abandoned, and may be towed at the owner’s expense.
      • Any vehicle parked on WKU property leaking oil, gasoline, antifreeze, or any other substance, may be towed at the owner’s expense.
   D. Traffic Regulations
      • Motor vehicles shall be operated and equipped in keeping with the traffic laws of the Commonwealth of Kentucky.
      • Drivers must observe the posted speed limits and come to a full stop at all stop signs.
      • In the absence of a posted speed limit, the speed limit is 15 miles per hour.
      • Drivers must yield to pedestrians.
      • All vehicle accidents on campus should be reported immediately to the WKU Police Department.
      • Motorcycles and scooters must conform to the same regulations as other motor vehicles. They must park in a legally designated space within parking lots.
      • Bicycles must follow all traffic regulations. See Bicycle Parking Policy.
   E. General Safety Tips
      • Always remove valuables from sight and lock your vehicle.
      • At night, try to park your car close to lights and activity. Call the WKU Police Department for a safety escort, if needed, at 270-745-2548.
      • Report theft, damages, or suspicious activity to the WKU Police Department.
      • Emergency call boxes are placed around campus to assist you.
      • When driving on campus, please watch out for cyclists and pedestrians.
II. Permit Eligibility and Access
   A. General Requirements
      • A parking permit is required on main campus and south campus parking lots during enforcement hours. See Section IV. C. for details.
      • Permit eligibility is based on customer classification. Permits are honored in specific parking zones.
      • Students, faculty, and staff may register one four-wheeled vehicle and one motorcycle.
      • All applicants must have the make, model, year, and license plate number of the primary vehicle driven when purchasing a parking permit.
      • Annual permits are effective from August 15th of the current year to August 15th of the following year.
      • Temporary permits are available at the Parking and Transportation Services office for single day use.
      • A permit is not required if parking in meters, pay lots, or designated visitor parking spaces. Off-campus parking on adjacent streets is permitted as described by the city of Bowling Green.
   B. Customer Classifications
      • Faculty and Staff
         o Faculty and staff are part-time or full-time WKU employees. This excludes student employees and graduate assistants.
         o Permits, and associated fees, available to faculty and staff are listed under Faculty and Staff Parking.
      • Housing residents
         o Housing residents are students living in WKU housing.
         o Permits, and associated fees, available to housing residents are listed under Housing Parking.
      • Commuters
         o Commuters are students living off campus.
         o Permits, and associated fees, available to Commuters are listed under Commuter Parking.
      • Affiliates
         o Affiliates are personnel who work on the WKU campus but are not paid through the University. They may purchase Faculty/Staff permits.
      • Contractors
         o Contractors are representatives of companies involved in construction or similar renovation projects on campus.
         o Refer to the Contractor Parking Policy for more detailed information.
      • Vendors
         o Vendors are representatives of companies that maintain goods and services to fulfill contractual obligations.
         o Refer to the Vendor Parking Policy for more detailed information.
      • Visitors and Guests
         o Visitors are people who are neither students nor employees of the University who have an occasional need to park on campus. This includes invited guests and those attending conferences.
Departments or coordinators planning conferences, short courses, workshops, or meetings may request visitor parking passes for their guests in advance of planned visits. See Departmental Service Request for information on how to submit a request.

- Visitors should use pay-parking facilities or designated visitor parking areas shown on the Visitor Parking Map.
- Short-term metered parking is available throughout campus.

- Community Preston Center Members
  - Preston Center members, excluding faculty, staff, and students, may purchase a Preston Center parking permit. Contact Parking and Transportation for more information.

C. Disability Parking Permits
- In order to park in disability parking spaces on campus, customers with disabilities must obtain a WKU disability parking permit.
- See the Disability Parking Policy for more details.

D. How to Apply for a Parking Permit
- To apply for a parking permit online, visit Parking and Transportation Services’ website at www.wku.edu/transportation
- To apply for a parking permit in person, visit Parking and Transportation Services office during business hours.

E. For complete information on types of permits available, visit Parking and Transportation Services’ website at www.wku.edu/transportation and view the Parking Permits section.

III. Use of Parking Permits

A. General Guidelines
- One permit, in the form of a hangtag or a decal, will be issued to each customer. This permit may be moved to any vehicle driven by the customer to campus.
- Hangtags must be displayed on the rear view mirror or the dashboard of the vehicle so that the permit number is completely visible.
- Adhesive window decals will be issued for customers who drive motorcycles, convertibles, or other vehicles where hangtags are not appropriate. Window decals must be displayed on the lower corner of the front windshield on the driver’s side, with the permit number visible.
- Permits should be removed from the vehicle when there is a change in car ownership, the permit has expired, or the driver is no longer associated with WKU.
- Permit ownership is not transferable.

B. Lost or Stolen Permits
- Report the loss or theft of a parking permit to WKU Parking and Transportation Services immediately.
- Permit holders whose permits have been lost or stolen may obtain a replacement for a fee on the first occurrence. After that, the original fee will be charged to replace a lost or stolen permit.
- Possession or use of a lost, stolen, or forged permit may result in a fine, loss of parking privileges, University sanctions, and criminal prosecution. Any lost permits that have been recovered should be returned to WKU Parking and Transportation Services.

C. Temporary Permits
- Daily temporary parking permits may be purchased at the Parking and Transportation Services office during business hours.

D. Refunds
- Annual permits may be returned for a partial refund until Spring Break of the current academic year. An administrative fee is charged after October 15th for processing refunds.
- No refunds are issued for temporary permits.

IV. Enforcement
A. Enforcing Agencies
- The WKU Parking and Transportation Services department enforces parking regulations during daytime and evening hours.
- The WKU Police Department enforces safety regulations during night and weekend hours.
- WKU has an agreement with the Bowling Green Police Department to enforce City streets and alleys adjacent to the WKU property.

B. General Enforcement Practices
- Safety violations, disability parking, and federal regulations are enforced at all times.
- Clinic lots are enforced for client use only while clinics are open for business.

C. Permit Enforcement Practices
- Faculty/Staff lots are enforced for permit regulations at all times the University is open for business.
- Student Commuter lots and “AP” zones are enforced for permit regulations from 7:30AM – 4:30PM daily, Monday - Friday, during Fall and Spring Semesters.
- Student Housing lots are enforced for permit regulations Sunday, 4:30 PM – Friday, 4:30 PM during Fall and Spring semesters.
- During Intersession periods (breaks, Winter Term, May Term, Summer Sessions):
  - Student Housing and Commuter lots become AP zones. All current WKU permits are honored in AP zones during Intersession parking.
  - Some perimeter lots may become open parking with no permit required.
    - Check with PTS regarding the availability of free parking during Intersession periods.
  - See Intersession Policy.

D. Parking Violations
<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
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<tbody>
<tr>
<td>Failure to Pay on Exit</td>
<td>$10</td>
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<tr>
<td>Impound / Immobilize Bicycle</td>
<td>$10</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$25</td>
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<tr>
<td>Improper Parking</td>
<td>$25</td>
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<tr>
<td>Non-Designated Parking Space</td>
<td>$25</td>
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<tr>
<td>Parking Facing Wrong Direction</td>
<td>$25</td>
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<tr>
<td>Beyond Time Limit / Time Limit Violation</td>
<td>$35</td>
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<tr>
<td>Restricted Area</td>
<td>$35</td>
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<tr>
<td>Boot Release Fee / Tow Charge</td>
<td>$50</td>
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<tr>
<td>Designated Motorcycle Space</td>
<td>$50</td>
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<tr>
<td>Expired Permit</td>
<td>$50</td>
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<tr>
<td>Grass or Grounds</td>
<td>$50</td>
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<tr>
<td>Improper Zone</td>
<td>$50</td>
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<tr>
<td>No Permit Displayed</td>
<td>$50</td>
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<tr>
<td>Obstructing Traffic</td>
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<tr>
<td>Parking in Access Drive or Driving Lane</td>
<td>$50</td>
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<tr>
<td>Sidewalk or Crosswalk</td>
<td>$50</td>
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<tr>
<td>Unauthorized Use of Permit</td>
<td>$50</td>
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<tr>
<td>Yellow Zone</td>
<td>$50</td>
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<tr>
<td>Reserved Parking</td>
<td>$100</td>
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<tr>
<td>Disability Parking</td>
<td>$100</td>
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<tr>
<td>Fire Lane</td>
<td>$100</td>
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<tr>
<td>Inactive Permit (Possession of lost or stolen)</td>
<td>$100</td>
</tr>
<tr>
<td>Non Payment of Service</td>
<td>$100</td>
</tr>
<tr>
<td>Possession of Falsified Permit</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized Removal of Lock</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized Removal of Boot</td>
<td>$600</td>
</tr>
</tbody>
</table>

E. Payment of Fines

- Fines must be paid within fourteen (14) calendar days of the ticket being issued. A $10 late fee will be assessed if a citation is still pending more than fourteen (14) calendar days after the issue date.
- Payment methods accepted are cash, check, Discover, MasterCard, Visa, or Big Red Dollars. Checks will not be accepted for citations associated with immobilized or towed vehicles.
- Payment of fines is an obligation, the same as all other University obligations.
- Payments may be made:
  - Online by visiting Parking and Transportation Services’ website at [www.wku.edu/transportation](http://www.wku.edu/transportation).
  - In person by visiting Parking and Transportation Services office during business hours.
F. Appeals

- Customers who wish to appeal a citation must file an appeal with WKU Parking and Transportation Services within seven (7) business days of the ticket issuance.
  - Appeals may be filed online by visiting Parking and Transportation Services’ website at www.wku.edu/transportation.
- While the citation is under review, no fees will be assessed.
- A member of the Parking and Transportation staff will review the appeal and determine whether to uphold or dismiss the citation. This review is conducted and based on written departmental criteria for citation reduction and is not based on subjective factors. To view the PTS Appeals Review Process, click HERE.
  - An email will be sent to the WKU email on record with the decision of the appeal.
  - If the citation is dismissed, no balance is due.
  - If the citation is upheld, payment will be required before any hold will be released.
- Customers have the right to a second appeal to be heard in front of an appeals committee. The committee consists of one representative each from the Student Government, University Senate, and Staff Council. No members of the Parking and Transportation Department staff are on the appeals board, and no member of the PTS staff has any influence on whether or not the appeals board decides to overturn a citation.
  - To have the appeal heard in front of the appeals committee, the citation must be paid in full.
  - Customers may then appeal the citation by visiting the Parking and Transportation Services’ website at www.wku.edu/transportation.
  - If the citation is dismissed, a refund will be issued to the customer.
  - If the citation is upheld, no further action will be taken.

G. Impounding and Immobilizing

- Vehicles may be towed for violating parking regulations, displaying falsified or stolen permits, disrupting traffic flow, or parking in restricted areas.
- Vehicles with three (3) or more outstanding violations may be immobilized or towed.
- If a vehicle is immobilized or towed, all outstanding fines must be paid before the vehicle will be released.
- Checks will not be accepted for payment of citations associated with immobilized or towed vehicles.

H. Revocation of Parking Privileges

- Parking privileges on the WKU campus may be revoked for any of the following:
  - A total of 10 or more unpaid citations per academic year.
  - Falsification of information by the applicant.
  - Possession of a lost or stolen permit, falsely reporting a permit lost or stolen, or possession of a forged permit.
- WKU will provide written notice 72 hours before revoking parking privileges.
V. Lot Closures

- Parking and Transportation Services reserves the right to close or reserve parking lots or structures for construction, maintenance, special events or for other uses.
- When lots or structures are reserved in support of special events, event parking passes or event parking fees may be required.
- During period of low use, parking lots and/or unused levels of parking structures may close at dusk to save electricity. Signs indicating lot closures will be placed at lot entrances.
- Every effort will be made to notify customers in advance of these disruptions and provide alternate accommodations when possible.
- Lot closure notifications are distributed through the following:
  - WKU email
  - Parking and Transportation Services website at www.wku.edu/transportation
  - WKU Parking and Transportation Services Facebook page.
  - WKU Parking and Transportation Services Twitter account.